

# City of West St Paul Facility Needs Assessment

City of West St Paul, Minnesota

Architectural Space Program
Report

Date: August 18, 2011

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Comm. No. 1848.01

Acknowledgement

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



| Table of Contents   | <b>S</b> ections |
|---|------------------|
| Executive Summary   | 1                |
| Facility Audit Report   | 2                |
| Program Summary   | 3                |
| City Hall Architectural Space Program & Space Standard Diagrams         | 4                |
| Police Department Architectural Space Program & Space Standard Diagrams | 5                |
| Police Department Space Comparison                                      | 6                |
| Concept Site Master Plan Options  | 7                |
| Preliminary Space Fit Plan for Option 2                                 | 8                |
| Preliminary Cost Analysis   | 9                |
|   |                  |
|   |                  |

Comm. No. 1848.01 August 18, 2011

Appendix I

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



Tab I

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



3

## **Executive Summary**

BKV Group assisted the City of West St. Paul in doing a needs assessment of the current West St Paul City Hall and Police Department Station facilities to assess the adequacy of the existing space and to determine anticipated space needs for the City Hall and Police Station into the foreseeable future.

#### **Needs Assessment Methodology:**

The goal of this needs assessment is to assist the City in determining the appropriate range of space needed for efficient, safe, and responsive facility operations. The following outlines the methodology used in this study to determine space needs:

#### **Space Needs Questionnaires**

BKV Group developed questionnaires for completion by City staff, City Council and Police staff and leadership. The questionnaires were focused on understanding current operational considerations, adjacency needs, current and anticipated staffing, job functions, support space requirements, storage and filing needs, as well as general facility operational considerations and needs.

#### **Existing Facility Tours**

BKV Group team conducted on-site City Hall and Police Station tours in May and June of 2011. The tours included an inspection of all spaces within the facilities and an overview of physical deficiencies and opportunities inherent in existing facilities and sites.

## Key Leadership and Staff Interviews

Following receipt of completed space needs questionnaires, the BKV Group team conducted on-site interviews with City staff and Police leadership staff during June and July of 2011. The on-site interviews were used to review responses to questionnaires and the design team's initial space need projections. Current staffing and operational models were reviewed and potential future operational models were reviewed.

#### **Architectural Space Program**

Based on the functional information provided on the space need questionnaires and balanced against common municipal administrative and police facility standards, the BKV Group team developed a preliminary Architectural Space Program outlining in detail the individual spaces required for the City Hall and Police Station. The Architectural Space Program was reviewed in detail in conjunction with the onsite interviews conducted. Following input and review, the Architectural Space Program was finalized and establishes individual space area requirements based on the space diagrams developed for each space. The Architectural space program includes an indication of "Personnel Spaces" which represent work spaces for individual staff (current and projected staff), as well as "Departmental Spaces" which represent supportive spaces such as storage or work rooms which are not assigned as individual work stations. The program indicates total staffing and area required for current 2011 space needs as well as projections for five, ten and fifteen year periods. Each departmental space need is then subtotaled and increased by an "efficiency factor" which is provided to satisfy area requirements for circulation, interior partition thicknesses, etc. The City Hall and Police Station space needs are then summarized with the individual departmental space needs being subtotaled indicating a total City Hall or Police Station Net Square Footage. A final "Building Factor" is added to the Net Square Footage and is intended to provide an allowance for exterior wall construction thickness and area for potential structural components or mechanical/electrical distribution shafts.

**Architectural Space Program Report** 

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



## **Space Standards**

Based on the functional information provided on the space need questionnaires and balanced against common municipal administrative and police facility standards, the BKV Group team developed preliminary space diagrams indicating dimensional and functional requirements of all spaces programmed for the City Hall and Police Station. The preliminary space standards were then reviewed in detail with staff and leadership for the City Hall and Police department in conjunction with the on-site interviews conducted. The space standards included within this report were finalized based on facility tours, staff/leadership input, and program finalization. The space standards included in this report are not intended to be a final design for individual spaces, but rather are intended to affirm accuracy of projected square footage required and will form the basis for a detailed design effort following the City of West St. Paul's decision on overall facility implementation.

## **Overview of Current Space Deficiencies**

As often occurs in facilities whose uses have outgrown them, there are a number of space changes which have evolved over the years to fit the available space. By making the appropriate changes there are opportunities to create improvements in operational efficiency, functionality and in the case of the Police Department, reduced safety and security risks.

#### **Current City Hall Space Concerns and Opportunities**

The existing City Hall represents the following space deficiencies and operational opportunities:

- The 20 year old outdated and inefficient mechanical system with lack of ability to properly control temperatures and provide adequate air quality.
- The existing mechanical system does not meet current standards for ventilation/indoor air quality and thermal comfort.
- Existing building / spaces lack adequate power and data connections
- The existing building lacks current code required electrical items such as fire alarm annunciators and exit lighting at certain locations.
- The 20 year old built up roofing has reached the end of it's life expectancy and is continuing to leak.
- No roof flashing at critical locations
- Lack of adequate roof insulation
- Exterior windows that are rusted, leaking and are energy inefficient
- · Areas of the building including public restrooms do not comply with current code requirements
- for quantity and accessibility
- Lack of separation and control from public to staff areas
- Inadequate lighting and outdated A/V and controls system in the Council Chambers do not meet
- current use and broadcast standards
- City Council lacks current technology for public meetings
- Minimal exterior windows require increased lighting levels which increase energy cost
- Inadequate acoustic separation between offices does not provide adequate privacy and sound isolation required for efficiency and privacy maters
- Lack of adequate meeting and training space
- Inadequate central storage area, forcing storage in multiple locations.
- Inadequate filing space, forcing files to be stored in multiple locations, including individual work spaces.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



5

#### **Current Police Station Space Concerns**

The police department currently has significant space deficiencies and lack appropriate and required space for current law enforcement operations such as:

- Public is brought into secure areas of the police department due to the lack of public interview rooms
- Inadequate evidence processing and storage areas. The existing area does not comply with Minnesota BCA recomendations. Current physical plant represents potential security risk of critical evidence storage.
- Patrol officers are lacking adequate space for report writing, evidence processing and roll call functions
- City staff access to storage areas through the police department compromise secured PD records and evidence and does not meet MN Bureau of Criminal Apprehension requirements.
- Evidence processing is currently located in the booking area which creates security and operational risk
- No space is available for computer forensics
- Lack of adequate booking and processing areas
- Lack of investigator space
- Inadequate storage and gear areas
- Inadequate space and height is available to meet typical training activities (e.g. "Use of Force" training.)
- No space currently exists in the building that meets the needs of an emergency operation center
- No space is available for reserves and community service officers
- Current squad room serves multiple functions; briefing/conference room, break/lunch room, report writing room, equipment storage, training space, and planning room. This creates conflicts and operational inefficiencies.
- Locker sizes are substandard based on current patrol officer gear requirements.
- Women's locker room layout lacks privacy and allows no space for additional female officers.
- There is no efficient, accessible, and secure space for the MAAG (SWAT) team's gear, weapons, and equipment
- There are few and inadequate meeting/teaming areas available for the police officers.

#### **Summary of Space Needs Findings**

Based on the architectural space needs methodology outlined above, this report provides a detailed overview of current and projected space needs for both the City Hall and Police Department. The Architectural Space needs projected are as follows:

## City Hall:

| 2011 Need:          | 7,583 gross square feet |
|---------------------|-------------------------|
| 5 year projection:  | 7,583 gross square feet |
| 10 year projection: | 7,583 gross square feet |
| 15 year projection: | 7,583 gross square feet |

#### Police Station:

2011 Need: 14,106 gross square feet 5 year projection: 14,283 gross square feet 10 year projection: 14,471 gross square feet 15 year projection: 14,471 gross square feet

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



Shared Building Support:

2011 Need: 25,446 gross square feet 5 year projection: 25,446 gross square feet 10 year projection: 25,446 gross square feet 15 year projection: 25,446 gross square feet 25,446 gross square feet

#### Recommendation

In summary we have found that there are a number of maintenance and facility upgrades that should addressed. And while the City Hall portion of the government center is not anticipating significant staff growth there are a number of issues that should be addressed that would improve the work environment and provide increased operational efficiency for the department.

The police department space is well below the standard requirements for police departments handling the amount of service calls and investigations that the City's department addresses, which is anticipated to increase over time. West St. Paul currently operates within a facility that is approximately 50% the size of other police departments of comparable size throughout Minnesota and on a national average. The lack of appropriate space creates a risk to the staff and the public as a whole.

Based on this Needs Assessment completed by the BKV Group team in conjunction with the support and involvement of the committee and city staff we recommend that the City of West St. Paul proceed with the next steps to investigate meeting the long term needs for the City Hall and Police Station and government campus as a whole. In our opinion option 2, to build a 17,500 GSF new 2 story city hall and remodeling the existing building into a fully functional police department will best serve the long term needs of the City.

In addition we would like to state that while in today's economy it is a difficult decision to commit to moving forward with construction projects, we are seeing construction cost at a 10 year low. Likewise we are seeing interest rates at a 10 year low. In addition construction projects provide stimulus to local businesses.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



Tab 2

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



8

## **Facility Audit Report**

## **Summary of Audit of Existing Facility Conditions**

The Facility assessment was conducted on May 16, 2011 and during a few subsequent visits in June 2011. The assessment included on-site observation of the existing facilities and is intended to provide an indication of capital maintenance requirements, potential code required upgrades or other building maintenance requirements which should be considered in any building renovation / addition project. The facility assessment is not intended to be exhaustive but rather to assess and highlight the major building deficiencies in four major categories: 1) Functional accommodations, 2) Safety / security of staff and visitors, 3) code related deficiencies, 4) capital maintenance / building envelope. The following information is a summary of the functional, code and energy deficiencies identified within the building.

## **Preliminary Audit of Existing Conditions**

## **Building for City Hall and Police:**

## I. Architectural Report

#### A. Building Description/Overview:

The original City Hall / Police and Fire Department facility was built in 1969. In 1999 a new addition was built for the fire department and a vehicle sally port was added on for the police department. The building sits on a sloped site with the main level at grade and accessible from the west. The structure of the 1969 portion is steel structure bearing on cast in place concrete walls. The building is divided into the following main areas:

- Entry Lobby Area
- City Hall Offices
- City Council Chambers
- Police Department
- Fire Department

The basement which is located under the police department is utilized for city hall and police storage functions. As well as for the police firing range.

#### Site:

- 1. Worn and cracked areas in the asphalt parking lot.
- 2. The majority of the parking area appears to drain but there are some locations where run off is limited.
- 3. Overflow and main roof drains discharge at some locations adjacent to exterior doors and parking areas, this can create icy conditions and slip risk during cold months.
- 4. Settled sidewalk locations at fire department door have created a tripping edge.
- 5. Vehicle maneuvering of the fire department conflicts with the police department sallyport creating a safety risk at times of emergency response.

#### **B.** Exterior Enclosure:

- 1. Single paned window units with storm panes added in 1992, inadequate venting leads to moisture accumulation and rust.
- 2. Overflow scuppers discharge rainwater over window areas, adding to the development of rust.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



- 3. Miscellaneous locations where exterior window caulking needs to be replaced.
- 4. Paint finish on exterior frames is cracking and pealing.
- 5. Exterior windows are non operable units.

#### C. Roof:

- 1. The concrete walls around the council chamber area do not have cap flashing and joints are caulked, this has led to joint failures resulting in interior leaks.
- 2. The built up roof has reached its anticipated 20 year life expectancy. There have been a number of leaks.
- 3. The mechanical curbs are not properly counter flashed with metal flashing.

#### D. Interior:

- 1. Roof leaks have shown up at numerous locations, this is evident from stained ceiling tiles and water stains on interior light lenses.
- 2. Interior leak in the ceiling of the women's restroom in the basement, this appears to be leaking through the foundation at a conduit penetration.
- 3. Lack of acoustical treatment and separation in offices and conference rooms.
- 4. Lack of acoustical treatment and separation between gun range and the adjacent occupied spaces.
- 5. There is a lack of power and data connections available.
- 6. Minimal windows on the interior requires higher electrical usage for proper illumination.

#### E. Structural Report:

1. No significant structural issues were apparent.

## F. Preliminary Building Code and ADA Compliance Review:

The preliminary building code and ADA compliance show some deficiencies. Code review is based on the International Building Code (2006 IBC), Minnesota State Building Code (2007 MSBC), and ADA guidelines.

- 1. Accessible Drinking Fountain Required. Existing one provided does not meet current ADA accessibility requirements.
- 2. Restrooms
  - a. The majority of the restrooms do not meet ADA accessibility requirements.
  - b. Based on the potential occupancy of the building there does not appear to be adequate plumbing fixtures as required by current code.
  - c. The secured door adjacent to the public restrooms and the police on the east side appears to be a violation of exiting requirements.

## **II.** Mechanical Report

The 1969 original building serves the city hall and police departments. The 1999 addition serves the fire department. The HVAC, Plumbing, and Fire Protection systems for each of the building areas is described below identifying their existing relative condition, use, useful life, capacity for expansion, capacity for improvement/upgrade, and recommendations:

August 18, 2011

Architectural Space Program Report

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



10

## A. Central Heating, Cooling, Ventilation, and Air Conditioning Systems:

#### 1. City Hall:

- a. In 1991, (3) multi-zone rooftop units were replaced with (7) single-zone RTU's to serve the city hall HVAC (See Photo 3 Attached). The single-zone constant volume units are beyond their useful service life. These units are twined together to serve approximately (4) open office area zones and (3) perimeter zones. The original multi-zone (Nesbit) units served approximately 33 zones.
- b. Air Distribution: Supply air ductwork has wrapped insulation. The return duct has lined insulation. The ceiling is plenum return.
  - i) The internally insulated roof mounted ductwork shows signs of leakage. The exposed ductwork did not appear to have caulked and sealed corner seams. The exposed ductwork is also a source for heat loss/gain and additional energy use. (See photos 9 and 12 attached).
  - ii) The current air flow systems are not balanced.
- c. Ventilation system indoor air quality capability: The existing multi-zone ventilation air quantity was originally designed for ventilation rates which are below current ventilation standards. Improved indoor air quality can be accomplished by improved filtration, and upgrade to current ASHRAE standard 62.1 ventilation standard.

#### d. Space Comfort:

- i) Many offices do not maintain space comfort in both the summer and winter. The board room space temperature is difficult to control.
- ii) Several linear diffusers located at the perimeter wall are drafty and office occupants have insulation/foam stuffed in the diffusers to reduce the drafty air flow across the 12" poured concrete un-insulated wall. (See photo 13).
- iii) The open office space thermostats are located in the ceiling plenum, 10'-0" AFF (See photo 15 Attached). The thermostat locations make it difficult to control to the occupied space temperature setpoint.
- e. Rooftop unit Supports: The existing roof top units are supported on 4x4 wood timber supports bridging across the roof curbs (See Photo 10 Attached). These wood supports are sagging and a cause for water ponding and leaks on the roof curb caps.
- f. HVAC system capacity: At the limit of capacity for the area served.
- g. HVAC Automation and Temperature Control: Antiquated HVAC controller (See Photo 14).

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



- h. Expansion capacity of the existing HVAC system: The existing rooftop unit is not capable of zoned or capacity expansion. The number of thermostatic zones cannot be expanded (See Photo 7 Attached).
- i. Commissioning Opportunities to improve service: The existing rooftop unit is beyond its service life and would not appreciably benefit from commissioning.

#### 2. Police Department:

- a. Multi-zone (Nesbit Unit) serves the police department heating and cooling zone demand. The multi zone constant volume air unit is beyond its service life. An air conditioning compressor has been recently replaced. (See Photos 4 and 6).
- b. Two rooftop units were added in 1999. RTU-5 and RTU-6. RTU-5 serves the Command Center P132. RTU-6 serves the booking area P136. These rooftop units were added to expand the police area thermostatic zones. The existing Multi-zone (Nesbit Unit) does not have the capacity for future expansion. (See photo 5).
- c. Air Distribution: Supply air ductwork has wrapped insulation. The return has lined insulation. The ceiling is plenum return.
  - i) The internally insulated roof mounted ductwork shows signs of leakage (See Photo 12). The exposed ductwork did not appear to have caulked and sealed corner seams. The exposed ductwork is also a source for heat loss/gain and additional energy use.
  - ii) The current air flow systems are not balanced causing uneven air temperatures with areas of hot and cold throughout the facility.
- d. Ventilation system indoor air quality capability: The existing multi-zone ventilation air quantity was originally designed for ventilation rates which are below current ventilation standards. Improved indoor air quality can be accomplished by improved filtration, and upgrade to current ASHRAE standard 62.1 ventilation standard.
  - i) The locker room P114 does not appear to have exhaust as recommended by ASHRAE standards.

## e. Space Comfort:

- There are approximately 10 thermostatic zones of comfort control in the police and office areas. Space temperature comfort control does not appear adequate in several areas:
  - 1. Evidence (P147), Booking(P136, P146), Interview room(P137) are on one thermostat. The equipment in the evidence processing room warrants a separate thermostat zone.
  - 2. The patrol Briefing room thermostat also controls the interview and interview sergeant room. These rooms warrant separate temperature zones.
  - 3. Secretary/reception(P120), police chief (P128), copy(P129), storage(P134), and supply rooms(P130) are on one thermostat zone and appear to justify some additional separation of thermostat zones.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



- ii) Several linear diffusers located at the perimeter wall are drafty and office occupants have insulation/foam stuffed in the diffusers to reduce the drafty air flow across the 12" poured concrete un-insulated wall.
- f. The open office space thermostats are located in the ceiling plenum, 10'-0" AFF. The thermostat locations make it difficult to control to the occupied space temperature set point (See photo 15).
- g. HVAC system Capacity: At the limit of capacity for the area served.
- h. HVAC Automation and Temperature Control: Antiquated HVAC controller. The rooftop unit controller requires hands on control and frequent attention by the building facilities maintenance personnel. The existing controller is inefficient in both energy and maintenance service time. (See photo 14).
- i. Expansion capacity of existing HVAC systems: The existing rooftop unit is not capable of zone or capacity expansion. The number of thermostatic zones cannot be expanded by the current rooftop multi-zone (Nezbit) unit.
- j. Commissioning Opportunities to improve service: The existing rooftop unit is beyond it's service life and would not appreciably benefit from commissioning.

#### 3. Fire Station:

- a. Rooftop units were added in 1999 to serve the fire station. The rooftop units are in good working condition. The rooftop units are constant air supply volume and have a few years left compared to their service life of approximately 15 years.
  - i) RTU-1: Serves the main level sleeping quarters. There is no individual thermostat control of the sleeping rooms. Several sleeping rooms include plugin humidifiers and unit heaters.
  - ii) RTU-2: Serves the Kitchen, Corridor, and Lounge area. Thermostat located in the lounge.
  - iii) RTU-3: Serves the Offices, Lobby, Reception, Work Room. A single thermostat serves the interior and exterior zones. The thermostat is located at the exterior office.
  - iv) Fire Truck Vehicle Bays:
    - 1. Garage exhaust and make up air units:
      - a. Garage exhaust appears adequate. Additional CO and NOX control strategies could reduce energy use.
    - 2. Garage radiant tube heaters:
      - a. Existing radiant tube heaters appear in good working order. Energy efficient.
- b. The supply ductwork has wrapped insulation. The return ductwork is lined with insulation. The ceiling is plenum return.

August 18, 2011

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



- c. HVAC Automation and Temperature Control:
  - i) The rooftop units are controlled by wall mounted thermostats. The wall mounted thermostats are not very user friendly.
- d. Humidity Control: There is not humidity control. Self contained humidifiers are plugged into several sleeping rooms.
- e. HVAC systems Capacity: The existing systems are not capable of building expansion or thermostatic zone control expansion.
- f. Commissioning Opportunities to improve service: Commissioning of the existing rooftop units may provide improved system operation and energy performance.

#### 2. HVAC Needs Assessment Recommendations:

#### a. Recommendations:

- i) The City Hall and Police Station constant volume air system could be improved by replacing with a more energy efficient HVAC system using current highefficiency practices and high-efficiency manufactured equipment. As much as 40% + energy savings could be realized from replacement of the existing to new HVAC systems.
- ii) Upgrade to a Variable Air Volume system or Ground Source Heat Pump System or other variable energy demand delivery HVAC system will make it possible for improved indoor air quality, improved thermostatic zone control, improved comfort control, improved building HVAC control and associated energy use tracking and control, and reduced maintenance costs.
- iii) Upgrade the HVAC system and controls to provide zone control as needed by the current occupant space layout and space temperature zone preferences.
- iv) The supply ductwork located inside the building is in good condition. The return ductwork includes lined duct insulation, which is generally avoided by current design practices to improve indoor air quality.
- v) The existing ductwork generally will not accommodate HVAC system changes to high efficient systems.
- vi) Duct pressure testing for new duct installations can help to minimize duct leakage and improve energy use.
- vii) The exposed rooftop ductwork is a source for possible moisture, possible mold, and energy loss.
- viii) Comfort Control: The thermostats should be located typically 54" AFF for accurate space temperature and comfort control.
- ix) Commissioning: Commission the new HVAC systems for improved energy performance.

#### b. Fire Station:

i) The existing rooftop units and HVAC systems appear to be in good working order. Replacement is recommended where extensive space remodel or space

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



- use reconfiguration is necessary. Owner request for improved energy efficiency might also justify system HVAC upgrades.
- ii) The sleeping quarters could benefit from improved temperature control systems. Control and equipment components are available to offer individual space temperature and comfort control. Additional space temp control might also improve RTU-1 energy control and use.
- iii) Upgrade to a Variable Air Volume system or Ground Source Heat Pump System or other variable energy demand delivery HVAC system will make it possible for improved indoor air quality, improved thermostatic zone control, improved comfort control, improved building HVAC control and associated energy use tracking and control, and reduced maintenance costs.
- iv) Upgrade the HVAC system to provide zone control as needed by the current occupant space layout and space temperature zone preferences.
- c. Include Heat Recovery systems for space demand ventilation and control. Use occupancy sensors to control ventilation to rooms.
  - i) Use CO2 sensors to control demand ventilation for large conference rooms or other intermittent high occupant use rooms.
  - ii) Automatic control of ventilation demand at out door air handling unit.
- d. Improve outdoor air handling unit filtration for improved indoor air quality.
- e. Trend log building HVAC systems for improved systems operation.
- f. Replace the City Hall, Police, and Fire Station building HVAC automation systems for improved energy efficiency and user control.

## **III. Plumbing Report**

## A. Water service quality supply:

#### 1. Service:

- a. The main 3" domestic water service is located in the basement storage area of the police department and appears to be adequate for the existing plumbing fixture demands. The domestic water service appears to have adequate capacity for some limited plumbing fixture expansion.
- b. Water Pressure: The domestic water pressure appears adequate for the two story buildings.

#### 2. Site Mechanical:

- a. Water Supply: 3" existing underground water service from original 1969 building and the 1999 Fire Station addition.
- b. Sanitary Sewer: Existing 6" sanitary sewer serves the original 1969 building sewer and the 1999 Fire Station addition. 6" PVC was extended to the 8" sewer in Humbolt Avenue.
- c. Storm Sewer: No underground building storm sewer system.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



15

d. Gas Supply: 4" gas service extends from the gas meter located on the building south end for the fire station into the building up through the roof to the rooftop equipment and back down through the roof to the indoor gas fired equipment.

## 3. Plumbing Fixtures:

- a. The plumbing fixtures appeared well maintained and in good working order. Low flow aerators could be added to sink faucets to reduce domestic water usage and also to reduce hot water demand. 80% Lavatory faucet demand reduction potential and hot water demand reduction potential.
- b. Low flow shower heads could be added to reduce water demand and hot water demand. 30% water reduction and hot water demand potential.
- c. Add battery and sensor operated flush valves on toilets and urinals.

## 4. Plumbing:

a. Water softener: Water softener did not appear to be installed. The local water supply appears to be adequate without additional water softening required. Plumbing fixtures did not appear to show rust staining or other signs typical of water hardness or poor water quality.

## b. Gas Water Heaters:

- i) Water heater located in the Drying Room F152. Serves the Police Station domestic hot water demand: A.O. Smith model BTP-140-199, 199,000 BTUH input, 140 gallon, 115V/1ph, 5.8 amps. Water heater appears to be in good working order and is near the later years of a typical water heaters service life.
  - 1. Serviceability: Water heater is generally very serviceable via access through double doors to the fire truck vehicle parking garage.
  - 2. Expansion Opportunities: The water heater capacity is adequate for the current fixture demand and some limited future expansion.
  - 3. The water heater has been well maintain, but appears to be near the end of it's service life. The water heater efficiency is very low (80%) compared to current available models of 95%+ efficiency.
  - 4. Water heater size could be reduced to more closely match the hot water demand.
- ii) Water heater located in the basement mechanical room FB102 Mech/Elect: Water heater serves the Fire Station and 1999 addition. The water heater appears to be approximately 12 years old and in good working order. The water heater is near the later years of a typical water heater service life.
  - Combustion air louver serves both the outdoor combustion air for the water heater and the intake fresh air for the furnace serving the basement weight room. The combustion air damper is interlocked with the water heater operation. Improved separation between the furnace fresh air and the water heater intake combustion air is recommended where remodel conditions permit.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



- 2. Serviceability: The water heater location is generally accessible through the adjacent weight room to the rear of the building.
- 3. Expansion Opportunities: The water heater capacity is near its capacity for the current fixture demand with limited capacity for future expansion.
- 4. Low flow hot water plumbing fixtures could help reduce the domestic hot water demand.

## 5. Roof Drainage:

a. Condition:

#### 1969 Building:

- i) The building roof drainage includes primary roof drains extending to daylight to the building exterior and then under the sidewalks (See Photo 1 and 2). The storm water drainage spills onto the parking areas and then to the area storm water system. Ice conditions exist in the winter near the storm drain sidewalk outlets.
- ii) The roof overflow is accommodated by overflow scuppers.
- iii) The building entrance canopy does not have overflow capability and does not appear to be code compliant.
- iv) Several roof slope conditions appear to exist where the vertical distance between the primary roof drain and the overflow exceed 2", which exceeds current codes (See Photo 11)

## 1999 Building Addition (Fire Station):

- i) The building addition is served by primary (daylight) roof drains with overflow scuppers. Roof drainage extends to the parking area. Ice conditions exist from the winter roof drainage.
- 6. Roof drain extensions at the south of the fire station office have been added to carry the rain water away from the building foundation and onto the parking areas. Ice conditions occur in the winter.
- 7. Gas Supply:
  - b. The gas service is located at the south end of the fire station office. Gas service extends through the fire station and police to serve all City Hall, Police, and Fire stations HVAC gas fired equipment and domestic water heaters.
    - ii) Rooftop gas piping: Gas piping painting and pipe protection in process. Portions of the piping are painted red and others painted yellow, and other areas remain unpainted.

#### **IV. Fire Protection Report**

- A. Fire Protection:
  - 1. The fire assembly is located in the Police station basement storage room.
  - 2. The city hall, police station, and fire station are all served by area wet pipe sprinkler heads. Wet pipe sprinkler system serves the entire building.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



B. Smoke Detection: Smoke detectors are located in the sleeping rooms of the fire department.

## V. Electrical Report

Narrative of System in place, size, type, and useful life remaining for each major element

## A. Electrical Service System

- 1. The existing electrical service consist of a 1600A, 120/208V, 3 phase, 4 wire Siemens fusible switchboard and breaker panels in the 1999 fire department addition. This system back-feeds the original 1200A, 120/208V, 3 phase, 4 wire GE AV-Line fusible switchboard and breaker panels in the 1968 municipal/police building.
- 2. The Siemens switchboard has a spare 200A switch and space for at least (2) additional switches. Equipment servicing parts are readily available.
- 3. The Siemens panels are primarily 200A, 120/208V, 3 phase, 4 wire Sentron panels with plenty of spare breakers. Equipment servicing parts are readily available.
- 4. The GE switchboard is rated at 1200A but is protected at 600A in the new Siemens switchboard. Equipment servicing parts are available.
- 5. The GE panels are primarily 200A, 120/208V, 3 phase, 4 wire A Series II panels with plenty of spare breakers. Equipment servicing parts are available.
- 6. Based on Xcel utility load information, the 500kVA transformer only has 210kVA of load.
  - a. System Expansion Opportunity
    - (i) The transformer is not fully loaded allowing some capacity for building expansion.
    - (ii) The 1999 electrical room doubles as an exercise room. There is ample space for new panels but will require elimination/relocation of fitness equipment. The 1968 electrical room has space for a few new panels. Additional space can be achieved by demolishing some existing panels that are abandoned in place.
    - (iii) There are no elevators serving either electrical room. Any new equipment will need to be moved using stairs.

## B. Emergency Power and Lighting

- 1. Emergency Power
  - a. There is an existing 130kVA Generac diesel generator that is connected to one 400A Zenith automatic transfer switch (ATS). The ATS is connected to emergency panels located in both the fire department addition and the municipal/police building. The emergency panels feed certain receptacles and critical equipment like the 911 radios and IT/computer loads. It also feeds lighting but only in the police and fire building.
  - b. According to a load analysis performed when adding a rooftop unit was explored, the generator is minimally loaded at 18kW.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



18

- c. There is an existing 40kVA MGE Comet UPS that feeds panels serving IT, booking and evidence room equipment. According to IT staff, the UPS is only loaded at 4%.
- d. There is an additional UPS located in the basement telecomm room. However it has been taken out of service due to its old age.

#### 2. Emergency & Egress Lighting

- a. Most exit signs are LED type and are connected to the emergency generator. There are some exits in the municipal/police portion that are inefficient incandescent lamps. These should be replaced with high-efficiency LED lamps.
- b. In the police and fire buildings, the majority of light fixtures are connected to the emergency generator. Exceptions are every other fixture down corridors and lounges/storage rooms.
- c. In the municipal portion, emergency lighting is provided by "bug-eye" battery fixtures of different brands.
- d. Noted code violations:
  - 1. No exterior egress lighting is provided.
  - 2. The egress lighting should be separated from the critical equipment with another transfer switch. Additional panels and modification to the existing electrical system will be required.
  - 3. The stairs to the basement have wall-mounted fixtures controlled by occupancy sensors. Per code, stairs need to be lit 24/7.

#### 3. Recommendations

- a. In the stairs to the basement, to achieve desired energy savings and meet code, there are 3-lamp fixtures with integral occupancy sensors available. One lamp is a low wattage fluorescent that is on 24/7. The other two lamps only come on when motion is detected.
- b. Per code, emergency lighting needs to be separated from all other loads. If extensive remodeling or an addition is executed, a new ATS, new panels and a new output generator breaker serving only lighting will be required. Further investigation will be needed to determine if the existing generator can be modified or if it should be replaced with a new generator.
- c. If a second ATS is ever provided, the lighting in the municipal portion should be added to the generator to eliminate maintenance of "bug-eye" battery fixtures.

## C. Quality of Light Levels and Fixtures

- 1. Fixtures in occupied areas are typically recessed lay-in or parabolic fluorescent, surface troffers and industrial strip fluorescents. Fixtures in unoccupied areas are typically industrial strip fluorescents.
- 2. Interior lamps are mainly screw-in compact fluorescent and 4-foot T8 fluorescent. The entire building has been retrofitted with energy savings 25W T8 lamps with electronic ballasts. Due to this retrofit, lamps are lasting longer and the watts/SF is much lower.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



- 3. Light levels throughout building interior are adequate. However, due to the dark finishes in the municipal/police lobby, light levels appear lower than they are.
- 4. There is very little natural daylight due to the building design resulting in a poor work environment. Staff notes that while the new T8 lamps give a more pleasing light, there are not enough windows. For example, in the municipal office area there are only three windows, all of which are located away from workstations.
- 5. City council chambers are used for television broadcast of council meetings. Existing lighting is adequate for public television purposes. They consist of low voltage track at the council tables and industrial strip fixtures for general room lighting. The strip lights and track are controlled by a standard toggle switch each.
- 6. The majority of rooms were bi-leveled controlled with standard toggle switches. Lots of these rooms (mostly offices) are unoccupied for lengths of time but lights are left on.
- 7. Downlights have been retrofitted with screw-in compact fluorescent lamps. Some of these lamps hang down below the ceiling to allow for adjustability.
- 8. The lighting in the municipal offices consists of industrial strips behind large sheets of acrylic lens. These lens are cracking and don't fit well with each other resulting in large gaps. Maintenance of fixtures located near walls is difficult due to the tight install space. The fixtures are controlled by a low-voltage GE RR7 relay system. The relays are expensive to replace.
- 9. The municipal conference room lights are controlled by a pull chain. It is difficult to find at times and should be replaced with an occupancy sensor.

#### 10. Recommendations

- a. Offices, restrooms, storage and similar spaces would benefit greatly from occupancy sensors control of lights. It would greatly extend lamp life and reduce energy consumption. Since most of these rooms are currently bi-level switched, a bi-level occupancy sensor would be easy to implement and offer further energy savings.
- b. All downlights should be replaced with new fluorescent or LED versions. Screw-in LED modules are also available if the downlights are to remain. The modules come with a 5 year warranty and offer the energy savings of a high-efficiency light source.
- c. The municipal lighting should be replaced with new direct/indirect pendant fixtures. The tall ceiling height would permit the install of such fixtures and allow for easier maintenance.
- d. Add more natural daylight via windows or skylights to help reduce energy demands.
- D. Quality of Power and Receptacle Systems
  - 1. Power quality has been reliable and clean.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



20

- 2. In the municipal/police portion, there is a lack of receptacles. Plug mold and multi-outlet power strips are used extensively to get power in the correct locations.
  - In the kitchenette, there is a limited amount of above counter receptacles for the small appliances. The appliances and vending machine are plugged into one multi-outlet power strip. This is a potential safety hazard,
  - b. Private offices don't have enough receptacles requiring staff to use multi-outlet power strips.
- 3. Microwaves in the municipal kitchenette are on the same circuit causing nuisance trips.
- 4. The municipal open office area has a walker duct to provide power and data. Locations of outlets are fixed and adding new ones are difficult.
- 5. Noted Code Violations
  - a. Vending machines are not on GFI receptacle. Placing these on a dedicated circuit would also be advisable to prevent nuisance tripping.
  - b. Some receptacles mounted within 6ft of sinks are not GFI.
- 6. Recommendations
  - a. Additional receptacles or plug mold should be provided where required.
- E. Building Fire Alarm Systems
  - 1. There is an existing Simplex 4020 addressable fire alarm control panel with a Silent Knight dialer installed during the 1999 addition. The panel has capacity for additional devices.
  - 2. Strobes are provided everywhere in the building except for the municipal portion where it was allowed to be grandfathered. The only strobe in this portion of the building is located in the lobby.
  - 3. Recommendations
    - a. If extensive remodeling occurs in the municipal portion, strobes will be required.
- F. Building Security Systems
  - 1. There is a card reader system to access some secured interior doors.
  - 2. Most exterior doors do not have card reader access. However most have a door contact.
  - 3. There are security cameras for critical interior spaces like booking and interview room.
  - 4. Recommendations
    - a. There are no exterior cameras or cameras aimed at exterior doors. Adding these and access controls to exterior doors should be investigated.
- G. Data and Cable Infrastructure
  - 1. In the municipal/police portion, there is a lack of outlets. Plug mold is used extensively to get voice/data in the correct locations.
  - 2. The data and cable infrastructure performs well and has no known issues.
- H. Building Communications Systems
  - 1. There is a building wide paging system accessible from any telephone.
    - a. Exterior Building Lighting

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



- 1. Building-mounted exterior lighting consists of HPS wallpacks above doors and metal halide downlights recessed in canopies. The wallpacks are not gasketed properly. This has allowed water to cause nuisance tripping of the breakers and dead bugs to collect behind the lens. In addition, the finish is peeling allowing corrosion to occur.
- 2. The downlights and wallpacks are connected to one of four time clocks. Synchronizing the lights with the seasons requires reprogramming each time clock.
- 3. Recommendations
  - a. The wallpacks and downlights should be replaced with new ones that incorporate a quartz restrike lamp. This would allow the fixtures to be used for emergency operations.
- I. Exterior Site Lighting & Power
  - 1. The light poles are metal halide fixtures. They are connected with direct buried UF cabling. The shrink wrap used for the cabling splices are failing allowing water to cause nuisance tripping of the breakers.
  - 2. The poles head have been replaced once and are in good physical condition. The only issue is the gasketing which is deteriorating allowing water to seep into the head.
  - 3. Light poles have their own photocell for on-off control.
  - 4. There were pole mounted fixtures along the north side of the building to wall-wash the building exterior. These fixtures have been removed with the poles still remaining.
  - 5. The bollards at the east side of the building have bugs inside the lens but are otherwise ok. They are connected to the time clocks.
  - 6. The stalls along the south side parking have bollard mounted receptacles. The bollards are rusting and are too short allowing vehicles to damage them.

#### 7. Recommendations

- a. Provide new gasketing for pole light heads. Coordinate with manufacturer on how to properly maintain these and when they should be replaced to avoid water damage to fixture heads.
- b. Bollard mounted receptacles along the south side parking should be installed on taller posts like the ones near the main entrances. This would increase driver visibility.
- c. Bollard mounted receptacles should be provided for the west side parking (along Humbolt Ave). Police vehicles parked here have no access to power.

# 1. ARCHITECTURAL



Photo 1 – Worn & cracked paving



Photo 2 – Tripping edges at settled sidewalks



Photo 3 – original 1969 now thermally broken, single glassed frame



Photo 4 –Lack of appropriate roof flashing



Photo 5 –Lack of adequate drainage



Photo 6 –No flashing on parapet



Photo 7 – Restroom not ADA complaint



Photo 8 – Toilet Stall does not meet ADA requirements



Photo 9 – Small interview room



Photo 10 – Stained ceiling tile from roof leaks



Photo11 – Cramped booking area adjacent to entry room

## 2. MECHANICAL



Photo 1 – Roof Drain extensions to Parking.



Photo 2 – Above Grade Roof Drain extension to Parking.



Photo 3 – City Hall Rooftop mechanical equipment



Photo 4 – Police Station Multizone Air Handling Unit – Repair Service. Compressor Replacement Service.



Photo 5 – Police Station – Nesbit Multizone Rooftop Air Handling Unit.



Photo 6 – Police Station – Nexbit Multizone Compressor Replacement.



Photo 7 – Multizone AHU control dampers. Fixed Open.



Photo 8 – Multizone unit ductwork.



Photo 9 – Multizone Exposed Ductwork.



Photo 10 – Rooftop Unit Curb – Wood Rails, and Water Ponding.



Photo 11 – Roof Drain



Photo 12 – Rooftop Unit – Un-insulated Flex Connection, Duct Seam Caulking.



Photo 13 – Diffuser Performance. Insulation stuffed in drafty diffuser.



Photo 14 – Antiquated Building Automation Controls. Note: Office – Council manual control switch.



Photo 15 – City Hall Open Office: Ceiling Mounted Thermostatic Controler.



Photo 16 – Thermostat Controller.

## 3. ELECTRICAL



Photo 1 – No exterior light or emergency light at exit door.



Photo 2 – Building wallpack starting to rust. Gasketing is poor allowing bugs to collect inside the fixture.

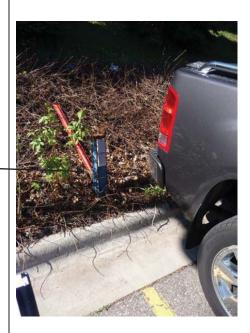


Photo 3 – Exterior GFI receptacles mounted on bollard. Bollard is too short allowing for vehicle damage and being concealed by snow.



Photo 4 – 1999 electrical room shared with fitness equipment.



Photo 5 – Existing downlights retrofitted with screw-in compact fluorescents.



Photo 6 – Small appliances plugged into one multioutlet surge suppressor in the municipal kitchenette.



Photo 7 – Existing lights in municipal office area.



Photo 8 – Typical use of wiremold due to building construction and design elements such as this unused jury box.

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Tab 3

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



# **Program Summary**

The Space Analysis Form which follows shows the total estimated square footage required for both the City Hall and the Police department facilities.

August 18, 2011

Comm. No. 1848.01

| City o                 | City of West St. Paul, MN | iul, MN                                |          |                      |            |           |          |   |               |            | SUMMARY TOTALS   |
|------------------------|---------------------------|--|----------|----------------------|------------|-----------|----------|---|---------------|------------|--|
| Program                | am                        |  |          |                      |            |           |          |   |               |            | Q:\PROJ\1848.01\pro\1848-01-program-draft                  |
| SPACE N                | SPACE NEEDS PROGRAM       |  |          |                      |            |           |          |   |               |            | COMM.#: 1848.01<br>BKV GROUP                               |
| SPACE                  | DEPARTMENT:               |  |          | USABLE AREA REQUIRED | A REQUIRED |           | OVERAGE  | OVERAGE / (SPACE DEFICIENCY) FROM EXISTING SF | ENCY) FROM EX | (ISTING SF |  |
| SHEET                  |                           | l                                      | 2011     | 5-YR.                | 10-YR.     | I5-YR.    | 2011     | 5-YR.   | 10-YR.        | IS-YR.     | COMMENTS   |
| CODE                   | Master Summary            |  | PROPOSED | PROJECTED            | PROJECTED  | PROJECTED | PROPOSED | PROJECTED                                     | PROJECTED     | PROJECTED  |  |
|                        |                           |  |          |                      |            |           |          |   |               |            |  |
|                        | City                      |  |          |                      |            |           |          |   |               |            |  |
|                        | Administration            |  | 1,456    | 1,541                | 1,541      | 1,541     |          |   |               |            |  |
|                        | Community Development     | evelopment                             | 1,979    | 1,979                | 1,979      | 1,979     |          |   |               |            |  |
|                        | Engineering               |  | 1,413    | 1,413                | 1,413      | 1,413     |          |   |               |            |  |
|                        | Park and Recreation       | ation                                  |          | 201                  | 201        | 201       |          |   |               |            |  |
|                        | Finance                   |  | 1,064    | 1,064                | 1,064      | 1,064     |          |   |               |            |  |
|                        | ╘                         |  | 413      | 520                  | 270        | 520       |          |   |               |            |  |
|                        | City Council              |  | 3,087    | 3,087                | 3,087      | 3,087     |          |   |               |            |  |
|                        |                           | Subtotal, Dept. Spaces                 | 9,412    | 10,105               | 10,105     | 10,105    |          |   |               |            |  |
|                        | Building Support- City    | rt- City                               | 6,893    | 6,893                | 6,893      | 6,893     |          |   |               |            | Includes Mech, Elec and Server for City<br>Hall and Police |
|                        |                           | Subtotal, City Hall                    | 16,305   | 16,998               | 16,998     | 16,998    |          |   |               |            |  |
|                        |                           |  |          |                      |            |           |          |   |               |            |  |
|                        | Police                    |  |          |                      |            |           |          |   |               |            |  |
|                        | Police Administration     | tration                                | 2,264    | 2,424                | 2,595      | 2,595     |          |   |               |            |  |
|                        | Patrol                    |  | 2,496    | 2,496                | 2,496      | 2,496     |          |   |               |            |  |
|                        | Investigations            |  | 1,875    | 1,875                | 1,875      | 1,875     |          |   |               |            |  |
|                        | Evidence                  |  | 2,469    | 2,469                | 2,469      | 2,469     |          |   |               |            |  |
|                        | Detention                 |  | 3,720    | 3,720                | 3,720      | 3,720     |          |   |               |            |  |
|                        |                           | Subtotal, Dept. Spaces                 | 12,824   | 12,984               | 13,155     | 13,155    |          |   |               |            |  |
|                        | Building Support- Police  | rt- Police                             | 16,240   | 16,240               | 16,240     | 16,240    |          |   |               |            | Mechanical/ Electrical in City Hall<br>Support sf          |
|                        |                           | Subtotal, Police                       | 29,064   | 29,224               | 29,395     | 29,395    |          |   |               |            | =  |
|                        |                           |  |          |                      |            |           |          |   |               |            |  |
| TOTA                   | TOTAL PROPOSED USABLE SF  | USABLE SF                              | 45,369   | 46,222               | 46,393     | 46,393    |          |   |               |            |  |
| <b>Building Factor</b> | Factor                    | %01                                    | 5,041    | 5,136                | 5,155      | 5,155     |          |   |               |            |  |
| ТОТА                   | TOTAL PROPOSED GROSS SF   | GROSS SF                               | 50,409   | 51,358               | 51,547     | 51,547    |          |   |               |            |  |
|                        |                           |  |          |                      |            |           |          |   |               |            |  |
| ТОТА                   | TOTAL EXISTING GROSS SF   | SROSS SF                               | 29,000   | 29,000               | 29,000     | 29,000    |          |   |               |            |  |
| ŀ                      |                           |  | (00)     | (010,00)             |            | 171 000   |          |   |               |            |  |
| A I O                  | L GROSS SF C              | I O I AL GROSS SF OVERAGE / (DEFICIENC | (21,409) | (77,358)             | (75,547)   | (77,247)  |          |   |               |            |  |

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



Tab 4

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



# **City Hall Architectural Space Program & Standards**

The following spreadsheets outline the programmed building area requirements for City Hall and all of its departments in detail. The programmed area indicated for each space is based on area calculations related to the Space Standard diagrams included in this report.

The following diagrams illustrate the space needs for City Hall and all of its departments. The diagrams are not intended to be final designs, but are instead provided to identify functional requirements and to determine usable square footage requirements accurately. The areas represented by these Space Standards are used in the area calculations provided within this report.

| City of  | City of West St. Paul, MN                     |      |         | SPAC            | E ANAL | SPACE ANALYSIS FORM | Ş        |            |                      |           | SUMMARY TOTALS                                     |
|----------|---|------|---------|-----------------|--------|---------------------|----------|------------|----------------------|-----------|--|
| Program  | , n   |      |         |                 |        |                     |          |            |                      |           | Q:\PROJ\1848.01\pro\1848-01-program-draft          |
| SPACE NE | SPACE NEEDS PROGRAM                           |      |         |                 |        |                     |          |            |                      |           | COMM.#: 1848.01<br>BKV GROUP                       |
| SPACE    | DEPARTMENT:                                   |      | TOTAL P | TOTAL PERSONNEL |        | PROG.               |          | USABLE ARE | USABLE AREA REQUIRED |           |  |
| SHEET    |   |      | SPACE   | SPACES REQ'D    |        | SF                  | 2011     | 5-YR.      | 10-YR.               | I5-YR.    | COMMENTS   |
| CODE     | ADMINISTRATION                                | 2011 | 5-YR.   | 10-YR.          | I5-YR. | FIND                | PROPOSED | PROJECTED  | PROJECTED            | PROJECTED |  |
|          |   |      |         |                 |        |                     |          |            |                      |           |  |
|          | Personnel Spaces                              |      |         |                 |        |                     |          |            |                      |           |  |
| 0-216    | City Manager- John Remkus                     | _    | _       | _               | _      | 216                 | 216      | 216        | 216                  | 216       | meet space in office-4-6 person                    |
| W-64     | City Clerk- Sharon Newhouse                   | -    | _       | _               | _      | 64                  |          | 64         | 64                   | 64        | (2) 5 dr lats- admin assistant to John             |
| 0-144    | Asst. City Mgr/HR Director- Sherrie Le        | -    | _       | _               | _      | 144                 |          | 144        | <u>+</u>             | 144       | meeting space- 4 person                            |
| 0-120    | Future HR Representative                      | -    | _       | _               | _      | 120                 | 120      | 120        | 120                  | 120       |  |
| W-64     | Deputy Clerk/Licensing Specialist- Rita Dolan | _    | _       | _               | _      | 64                  |          | 64         | 64                   | 64        | (1) 5 dr lat, (1) 4 dr lat, (3) 2 dr verts -assist |
| W-64     | Future Communications Specialist              |      | _       | _               | _      | 64                  | 1        | 64         | 64                   | 64        |  |
|          | Lead Golf Course Attendant- Mike Osborne (    | -    | _       | _               | _      | •                   | 1        | •          |                      | ٠         | not on site  |
|          | League Manager- Abbigail Lowary (PT)          | -    | _       | _               | _      | •                   | 1        |            |                      | ٠         | not on site  |
|          | Clubhouse Attendant- Phil Jorgenson (PT)      | -    | _       | _               | _      | •                   | 1        | •          |                      | ٠         | not on site  |
|          | Clubhouse Attendant- Cole Hawkins (PT)        | -    | _       | _               | _      | •                   | 1        | •          |                      | ٠         | not on site  |
|          | Clubhouse Attendant- Shannon Barr (PT)        | -    | _       | _               | _      | •                   | 1        | •          |                      | ٠         | not on site  |
|          | Clubhouse Attendant- Meghan Parker (PT)       | -    | _       | _               | _      | •                   | 1        |            |                      | •         | not on site  |
|          | Golf Course Supt- Jerry Murphy (contracted)   | _    | _       | _               | _      | •                   | •        |            |                      | •         | not on site  |
|          |   |      |         |                 |        |                     |          |            |                      |           |  |
|          | Subtotal, Personnel Spaces                    | 12   | 13      | 13              | 13     |                     | 809      | 672        | 672                  | 672       |  |
|          |   |      |         |                 |        |                     |          |            |                      |           |  |
|          | Departmental Spaces                           |      |         |                 |        |                     |          |            |                      |           |  |
|          | Central Copy/Mail/supply Room                 | _    | _       | _               | _      | •                   |          | •          |                      |           | See bldg support                                   |
| C-120    | Conference Room                               | _    | _       | _               | _      | 120                 | _        | 120        | 120                  | 120       | See bldg support                                   |
| R-88     | HR File Room                                  | _    | _       | _               | _      | 88                  |          | 88         | 88                   | 88        | (4) 4 dr lat files plus banker box storage - cl    |
| R-150    | Election Equipment Storage                    | -    | _       | _               | _      | 150                 |          | 150        | 150                  | 150       |  |
| A-126    | Common File Area                              | _    | _       | _               | _      | 126                 | 126      | 126        | 126                  | 126       | (8) 3 dr lats                                      |
|          |   | Ī    |         |                 |        |                     |          |            |                      |           | *Sharron & Rita share files- should be byy th      |
|          | Subtotal, Departmental Spaces                 | 4    | 4       | 4               | 4      |                     | 484      | 484        | 484                  | 484       |  |
|          | - VICK  | 71   | 17      |                 |        |                     |          |            |                      |           |  |
|          | ı   | 2    | -       | -               | -      |                     |          |            |                      |           |  |
|          | Total Net SF                                  |      |         |                 |        |                     | 1,092    | 1,156      | 1,156                | 1,156     |  |
|          | Efficiency Factor                             |      |         |                 |        | 72%                 | 364      | 385        | 385                  | 382       |  |
|          | TOTAL PROPOSED USABLE SF                      | ي    |         |                 |        |                     | 1,456    | 1,541      | 1,541                | 1,541     |  |
|          | TOTAL EXISTING USABLE SF                      |      |         |                 |        |                     |          |            |                      |           |  |
|          | DIFFERENCE                                    |      |         |                 |        |                     | (1,456)  | (1,541)    | (1,541)              | (1,541)   |  |
|          |   |      |         |                 |        |                     |          |            |                      |           |  |
|          |   |      |         |                 |        |                     |          |            |                      |           |  |

INDIVIDUAL WORKSPACE PROGRAMMING FORM

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street **2**E 912 AREA REQUIRED Interior Design © 2005 BKV Group Inc Architecture **Engineering** COMMISSION NO. Facsimile: **3oarman** PRIVATE OFFICE **SPACE TYPE** ROJECT TITLE Voge Group Kroos **DEPARTMENT NOITA 9T2 INIM DA** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY HIGH / WEDIUM PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX 18,-0. SCALE: 1/4"=1'-0"

912-0

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SHEET TITLE

Minneapolis, MN 55401

HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ORY ERASE MARKER BOARD QTY EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: FLAT PANEL MONITOR PAPER MANAGEMENT SHARED WORKSPACE CONFERENCE TABLE CLOSED SHELVING KEYBOARD TRAY STORAGE TOWER OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM -ATERAL FILE WORKSTATION TASK LIGHT TACKBOARD FILE /FILE: SCANNER LAPTOP PHONE FAX PROGRAMMING FORM 2 DRAWER 4 DRAWER LAT FILE LAT FILE 2 DRAWER INDIVIDUAL WORKSPACE 12'-0"BBF 15,-0,

771-O SHEET TITLE **3**E カヤ L AREA REQUIRED COMMISSION NO. PRIVATE OFFICE **SPACE TYPE DEPARTMENT NOITA 9T2 INIM DA** ACCOUSTICAL PRIVACY NEEDS:

PRINTER

OTHER:

(c) 2005 BKV Group Inc.

VISUAL PRIVACY NEEDS:

SCALE: 1/4"=1'-0"

HIGH / MEDIUM

PRIVACY REQUIREMENTS:

Interior Design Architecture **Engineering** 

**3oarman** 

Voge Group Kroos

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401

ROJECT TITLE

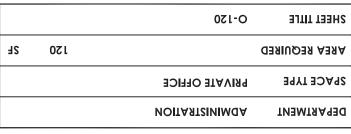
MO7 /

HIGH / MEDIUM

# INDIVIDUAL WORKSPACE PROGRAMMING FORM

www.bkvgroup.com 222 North Second Street **2**E 120 nterior Design Architecture **Engineering** COMMISSION NO. Facsimile: **3oarman** PRIVATE OFFICE ROJECT TITLE Vogel Group Kroos **NOITA STRINIM DA** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX 

15,-0.



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VISUAL PRIVACY NEEDS:

SCALE: 1/4"=1'-0"

HIGH / WEDIUM

Telephone: 612.339.3752 Facsimile: 612.339.6212 Minneapolis, MN 55401

# INDIVIDUAL WORKSPACE PROGRAMMING FORM

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 nterior Design Architecture **Engineering** COMMISSION NO. Facsimile: **3oarman MORKSTATION** ROJECT TITLE Vogel Group Kroos **NOITA 9T2 INIM DA** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY OPEN SHELVING PRIVATE OFFICE GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER LAPTOP **PRINTER** PHONE OTHER: FAX 2+DR. LAT BBF

79-M SHEET TITLE **3**E 79 AREA REQUIRED **SPACE TYPE DEPARTMENT** 

SCALE: 1/4"=1'-0"

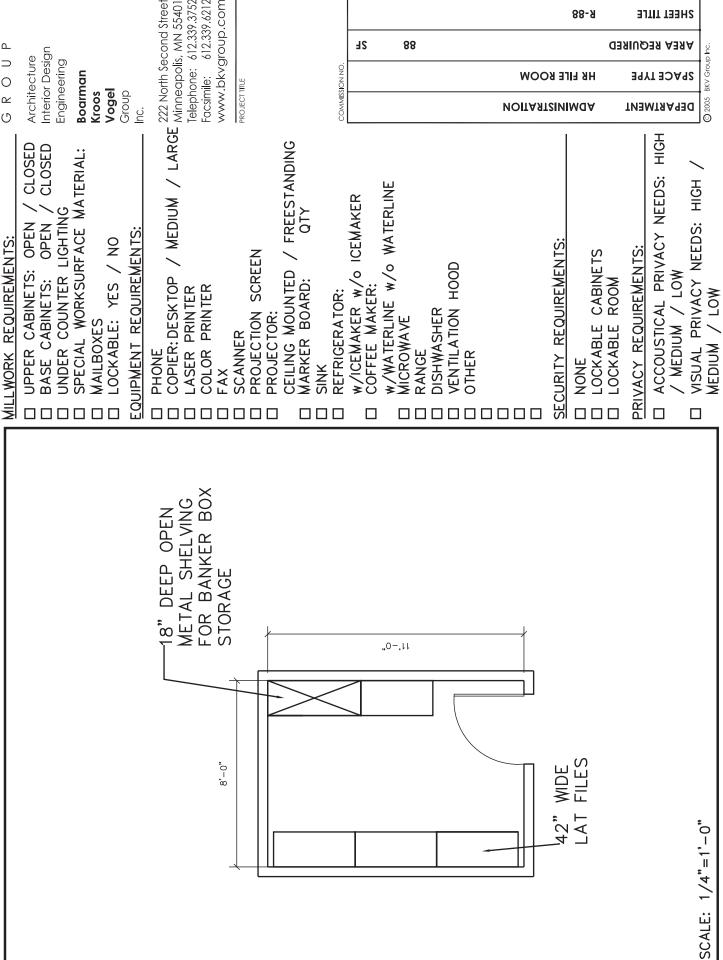
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VISUAL PRIVACY NEEDS:

HIGH / WEDIUM

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nterior Design Engineering

222 North Second Street

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COMMISSION NO

**2**E

88

AREA REQUIRED

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SHEET TITLE

PROGRAMMING FORM SPACE SUPPORT

222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 09 L AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture **Engineering** COMMISSION NO Soarman **ELECTIONS STORAGE** SPACE TYPE ROJECT TITLE Vogel Group Kroos **DEPARTMENT NOITA STRINIM DA** S. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS. W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING UPPER CABINETS: OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> \CON HIGH / MEDIUM / LOW LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD BASE CABINETS: HIGH / WEDIUM MARKER BOARD: COLOR PRINTER COFFEE MAKER: LASER PRINTER **REFRIGERATOR: DISHWASHER** MAILBOXES PROJECTOR: MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX METAL SHELVING -OPEN SCALE: 1/4"=1'-0" .0-,91



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SHEET TITLE

R-150

#### PROGRAMMING FORM SPACE SUPPORT

www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 921-A SHEET TITLE **2**E 156 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO Facsimile: **3oarman CENTRAL FILES** SPACE TYPE ROJECT TITLE Vogel Kroos Group **NOITA STRINIM DA DEPARTMENT** S. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING UPPER CABINETS: OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> \ LOW HIGH / MEDIUM / LOW LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED BASE CABINETS: HIGH / WEDIUM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX LATERAL FILES W/ COMMON WORKSURFACE 3 DRAWER 14' - 0" SCALE: 1/4"=1'-0"

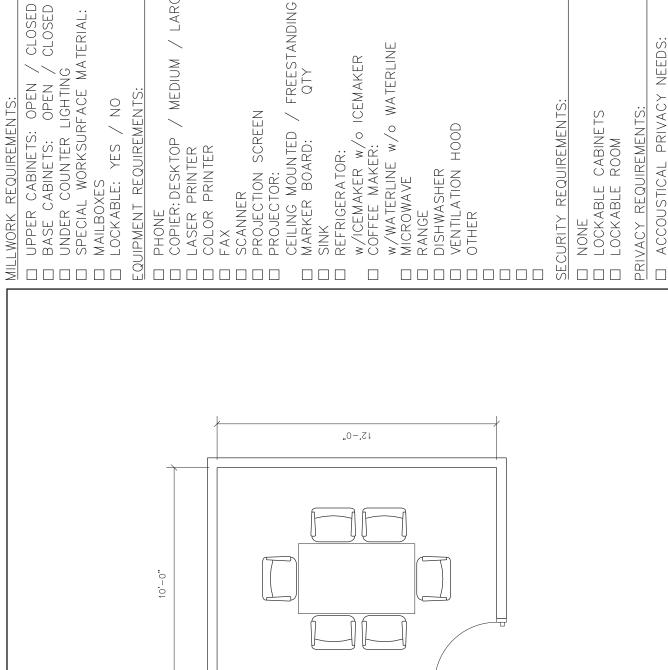
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#### PROGRAMMING FORM SPACE



Interior Design Architecture **Engineering** 

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ROJECT TITLE

1648.01 COMMISSION NO.

C-150 **2**E 120 PUBLIC CONFERENCE ROOM **NOITA STRINIM DA** 

**SPACE TYPE DEPARTMENT** 

SHEET TITLE

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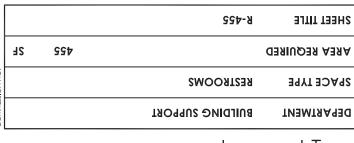
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SCALE: 1/4"=1'-0"

| City of   | City of West St. Paul, MN      |      |          | SPACE           | ANALY  | SPACE ANALYSIS FORM | _        |            |                      |           | SUMMARY TOTALS   |
|-----------|--------------------------------|------|----------|-----------------|--------|---------------------|----------|------------|----------------------|-----------|--|
| Program   |                                |      |          |                 |        |                     |          |            |                      |           | # 10 000   / 2 - 1   0 000   / 2 - 1   0 000   / 1   0 000 |
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| SPACE NEE | DS PROGRAM                     |      |          |                 |        |                     |          |            |                      |           | COMM.#: 1848.01<br>BKV GROUP   |
| SPACE     | DEPARTMENT:                    | ,    | TOTAL PE | TOTAL PERSONNEL |        | PROG.               |          | USABLE ARE | USABLE AREA REQUIRED |           |  |
| SHEET     |                                |      | SPACES   | SPACES REQ'D    |        | SF                  | 2011     | 5-YR.      | IO-YR.               | IS-YR.    | COMMENTS   |
| CODE      | Building Support               | 2011 | 5-YR.    | IO-YR.          | I5-YR. | LIND                | PROPOSED | РКОЈЕСТЕБ  | PROJECTED            | PROJECTED |  |
|           |                                |      |          |                 |        |                     |          |            |                      |           |  |
|           | Personnel Support Spaces       |      |          |                 |        | :                   | :        |            | !                    |           |  |
| R-462     | Restrooms-Public               | _    | _        | _               | _      | 462                 | 462      | 462        | 462                  | 462       | Includes mens and womens   |
| R-462     | Restrooms-Staff                | _    | _        | _               | _      | 462                 | 462      | 462        | 462                  | 462       | Includes mens and womens   |
| R-360     | Breakroom                      | _    | _        | _               | _      | 360                 | 360      | 360        | 360                  | 360       |  |
| A-300     | Lobby                          | _    | _        | _               | -      | 300                 | 300      | 300        | 300                  | 300       |  |
| R-100     | Vestibule                      | -    | -        | _               | _      | 001                 | 001      | 001        | 001                  | 001       |  |
| C-120     | Pulic Meeting Room             | -    | _        | _               | _      | 120                 | 120      | 120        | 120                  | 120       |  |
| C-180     | Conference Room (6-8 people)   | -    | _        | _               | _      | 180                 | 180      | 180        | 180                  | 180       |  |
| C-336     | Conference Room (10-12 people) | -    | _        | _               | _      | 336                 | 336      | 336        | 336                  | 336       |  |
| C-815     | Conference Room (25-30 people) | -    | -        | _               | _      | 815                 | 815      | 815        | 815                  | 812       |  |
|           | Display Cases                  | -    | _        | _               | _      | •                   | •        | •          | •                    | •         | Included in lobby sf   |
| R-68      | Vending                        | _    | _        | _               | _      | 89                  | 89       | 89         | 89                   | 89        |  |
| R-200     | Recycling;/Trash               | -    | -        | _               | _      | 200                 | 200      | 200        | 200                  | 200       |  |
| A-85      | Reception                      | -    | _        | _               | _      | 82                  | 82       | 85         | 82                   | 85        | See Finance staffing   |
| A-80      | Coffee Counters/Coats          | -    | _        | _               | _      | 80                  | 8        | 80         | 80                   | 80        |  |
|           | Building Supply Storage Room   | -    | -        | _               | _      | •                   | ٠        |            |                      |           | See Engineering (Robert)   |
| R-64      | Maintenance Closet             | 2    | 2        | 2               | 2      | 49                  | 128      | 128        | 128                  | 128       |  |
| W-48      | Intern workstation             | -    | _        | _               | -      | 48                  | 48       | 48         | 48                   | 48        | shared with all city depts   |
| R-270     | Central Copy/Mail/Workroom     | -    | _        | _               | _      | 270                 | 270      | 270        | 270                  | 270       | includes office supply storage   |
|           |                                |      |          |                 |        |                     |          |            |                      |           |  |
|           | Subtotal, Personnel Spaces     | 61   | 19       | 61              | 61     |                     | 4,014    | 4,014      | 4,014                | 4,014     |  |
|           |                                |      |          |                 |        |                     |          |            |                      |           |  |
|           | Building Support Spaces        |      |          |                 |        |                     |          |            |                      |           |  |
|           | Mechanical Room                | _    | _        | _               | _      | 800                 | 800      | 800        | 800                  | 800       |  |
|           | Electrical Room                | _    | _        | _               | _      | 300                 | 300      | 300        | 300                  | 300       |  |
|           | Communications Closets         | _    | _        | _               | _      | 001                 | 8        | 001        | 001                  | 001       |  |
|           | Server Room                    | -    | _        | _               | _      | 300                 | 300      | 300        | 300                  | 300       |  |
|           | Subtotal, Departmental Spaces  | 4    | 4        | 4               | 4      |                     | 1,500    | 1,500      | 1,500                | 1,500     |  |
|           |                                |      |          |                 |        |                     |          |            |                      |           |  |
|           | TOTAL SPACES:                  | 23   | 23       | 23              | 23     |                     |          |            |                      |           |  |
|           | Total Net SF                   |      |          |                 |        |                     | 5,514    | 5,514      | 5,514                | 5,514     |  |
| 36        | Efficiency Factor              |      |          |                 |        | 70%                 | 1,379    | 1,379      | 1,379                | 1,379     |  |
|           | TOTAL PROPOSED USABLE SF       | SF   |          |                 |        |                     | 6,893    | 6,893      | 6,893                | 6,893     |  |

Telephone: 612.339.3752 Facsimile: 612.339.6212 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 997 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO. Facsimile: **3oarman RESTROOMS SPACE TYPE** ROJECT TITLE Vogel Kroos Group вигріме зиррокт **DEPARTMENT** nc. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: **MICROWAVE** SCANNER RANGE PHONE OTHER NONE SINK FAX 22,-0" SCALE: 3/16"=1'-0"

.8-,07



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Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street / MEDIUM / LARGE Minneapolis, MN 55401 R-360 SHEET TITLE **3**E 390 AREA REQUIRED (c) 2005 BKV Group Inc. Interior Design Architecture **Engineering** COMMISSION NO. Soarman **BREAKROOM SPACE TYPE** ROJECT TITLE Vogel Group Kroos BUILDING SUPPORT **DEPARTMENT** nc. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: w/WATERLINE w/o WATERLINE VISUAL PRIVACY NEEDS: HIGH W/ICEMAKER W/O ICEMAKER UNDER COUNTER LIGHTING OPEN UPPER CABINETS: OPEN EQUIPMENT REQUIREMENTS: 0N / MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED MEDIUM / LOW COPIER: DESKTOP MEDIUM / LOW LOCKABLE: YES BASE CABINETS: MARKER BOARD: COLOR PRINTER ASER PRINTER CÓFFEE MAKER REFRIGERATOR: **JISHWASHER** PROJECTOR: MICROWAVE MAILBOXES SCANNER RANGE PHONE OTHER NONE SINK FAX ..0-.07 RFF  $\mathbb{A}$ 8,-0, þ 9  $\nearrow$ SCALE: 1/8"=1'-0"

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street / LARGE Minneapolis, MN 55401 00E-A SHEET TITLE **3**E 300 AREA REQUIRED Interior Design Architecture **Engineering** COMMISSION NO. **3oarman LOBBY- WAITING SPACE TYPE** PROJECT TITLE Vogel Kroos Group вигріме зиррокт **DEPARTMENT** nc. FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: w/WATERLINE w/o WATERLINE / MEDIUM / W/ICEMAKER W/O ICEMAKER UNDER COUNTER LIGHTING OPEN OPEN VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: MO7 / / MEDIUM / LOW ON / MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD UPPER CABINETS: CEILING MOUNTED COPIER: DESKTOP LOCKABLE: YES BASE CABINETS: / MEDIUM MARKER BOARD: COLOR PRINTER ASER PRINTER CÓFFEE MAKER REFRIGERATOR: **JISHWASHER** PROJECTOR: MÍCROWAVE MAILBOXES SCANNER RANGE PHONE OTHER HIGH / HGH NONE SINK FAX -,91 0,, PROGRAMMING FORM SPACE SCALE: 1/4"=1'-0" SUPPOR

#### PROGRAMMING FORM SPACE SUPPORT

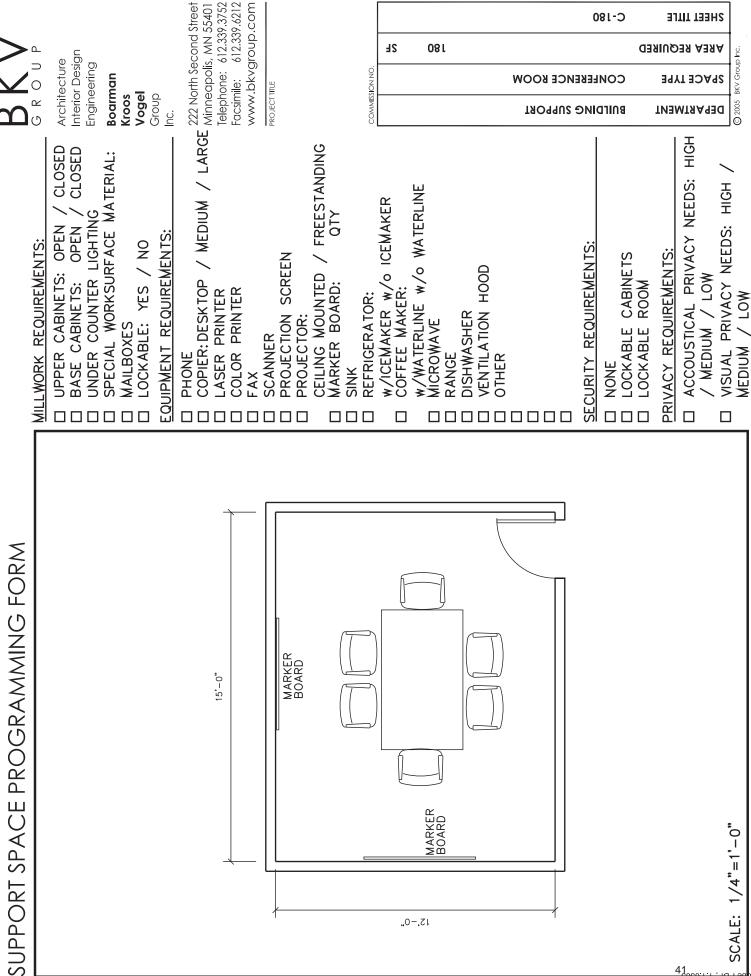
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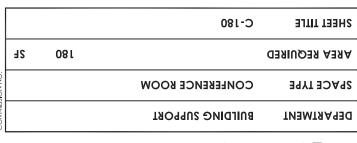
Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 nterior Design Architecture **Engineering** COMMISSION NO Facsimile: **3oarman VESTIBULE SPACE TYPE** ROJECT TITLE Vogel Kroos Group вигрім с зиррокт **DEPARTMENT** S. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> / MEDIUM / LOW LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD UPPER CABINETS: CEILING MOUNTED BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: **REFRIGERATOR: DISHWASHER** PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER HGH NONE SINK FAX ,0-,01

R-100 SHEET TITLE **2**E 00 L AREA REQUIRED \CON HIGH / MEDIUM

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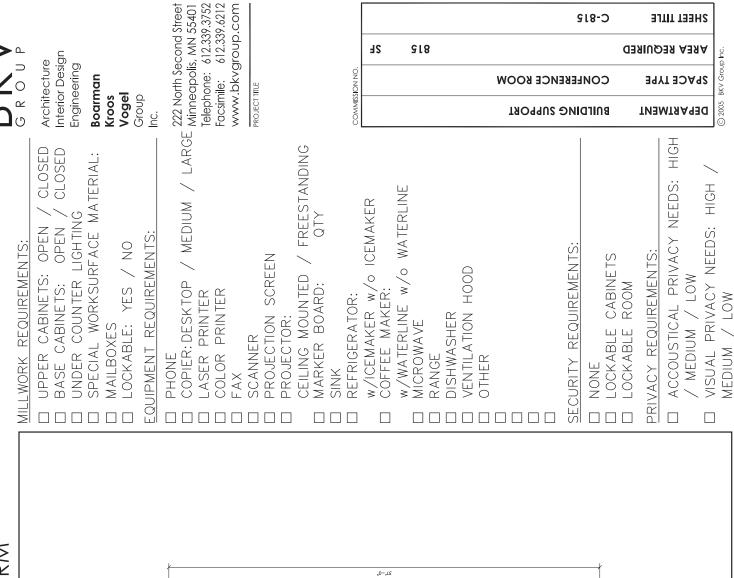
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SHEET TITLE

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Alinneapolis, MN 55401 89-A SHEET TITLE **2**E 89 AREA REQUIRED Interior Design Architecture Engineering COMMISSION NO. -acsimile: **3oarman** *NENDING* **SPACE TYPE** ROJECT TITLE Vogel Group Kroos вигріме зиррокт **DEPARTMENT** nc. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS. W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> / MEDIUM / LOW \CON LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: PRIVACY REQUIREMENTS: LOCKABLE CABINETS PROJECTION SCREEN VENTILATION HOOD UPPER CABINETS: CEILING MOUNTED LOCKABLE ROOM BASE CABINETS: HIGH / MEDIUM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: **REFRIGERATOR: DISHWASHER** PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER HGH NONE SINK FAX SCALE: 1/4"=1'-0"

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Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 R-200 SHEET TITLE **2**E 200 AREA REQUIRED nterior Design Architecture Engineering COMMISSION NO. -acsimile: Soarman RECYCLE/TRASH SPACE TYPE ROJECT TITLE Vogel Group Kroos вигрім с зиррокт **DEPARTMENT** nc. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS. W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> / MEDIUM / LOW \CON LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD UPPER CABINETS: CEILING MOUNTED BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: **REFRIGERATOR: DISHWASHER** PROJECTOR: MAILBOXES MICROWAVE SCANNER RANGE PHONE OTHER HGH NONE SINK FAX PROGRAMMING FORM .0-.07 SPACE RECYCLE RECYCLE **DUMPSTER DUMPSTER** SCALE: 1/4"=1'-0"SUPPORT

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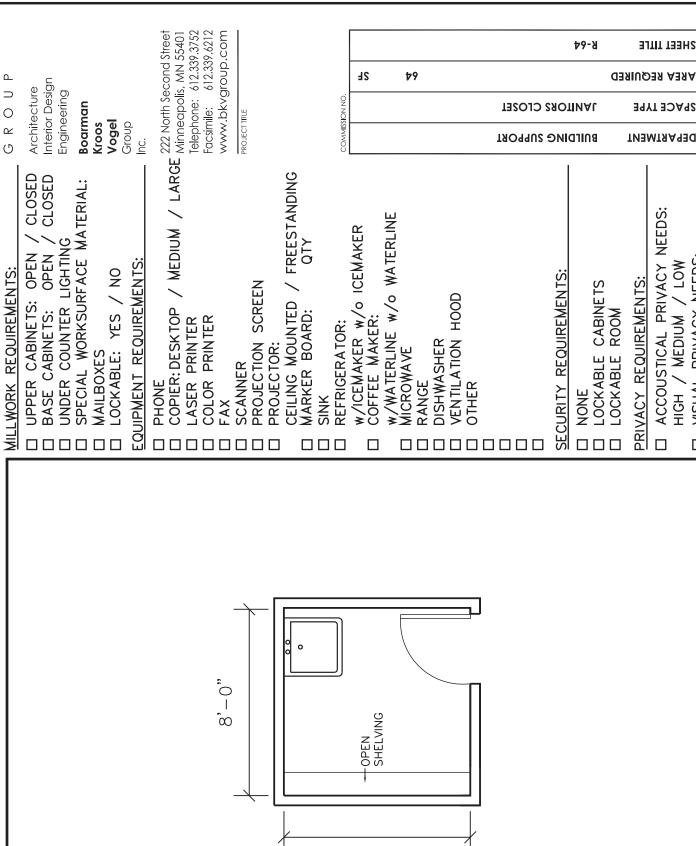
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**WISUAL PRIVACY NEEDS:** 

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HIGH / MEDIUM

# INDIVIDUAL WORKSPACE PROGRAMMING FORM

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 84-W SHEET TITLE **3**E 84 AREA REQUIRED nterior Design Architecture © 2005 BKV Group **Engineering** COMMISSION NO. Facsimile: **3oarman MORKSTATION SPACE TYPE** ROJECT TITLE Vogel Group Kroos вигріме зиррокт **DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY HIGH / WEDIUM PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER LAPTOP **PRINTER** PHONE OTHER: FAX 

BBF

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6,-0,

SCALE: 1/4"=1'-0"

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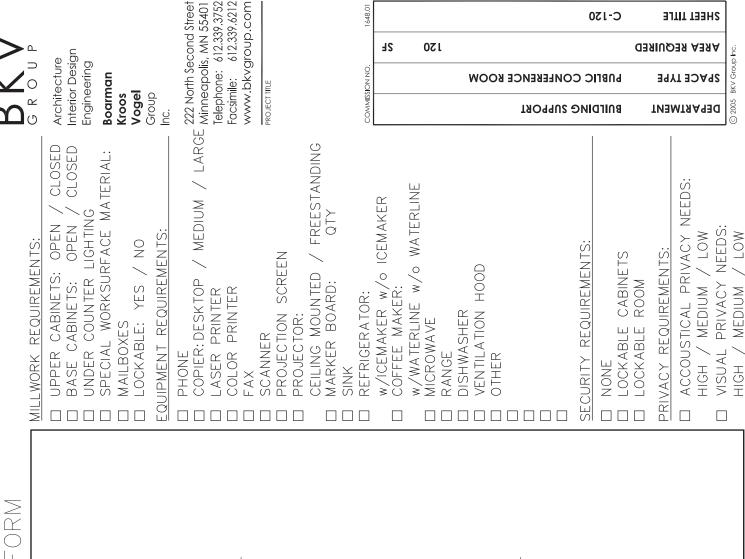
612.339.6212 www.bkvgroup.com COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 Telephone: 612.339.3752 **3**E 720 AREA REQUIRED Interior Design Architecture **Engineering** COMMISSION NO. Boarman Facsimile: CENTRAL WORKROOM **SPACE TYPE** PROJECT TITLE Vogel Group Kroos © 2005 **DEPARTMENT** CITY HALL SHARED <u>2</u> CLOSED / FREESTANDING CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: \*/WATERLINE \*/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING UPPER CABINETS: OPEN VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: HIGH / MEDIUM / LOW HIGH / MEDIUM / LOW LOCKABLE: YES / NO MILLWORK REQUIREMENTS: <u>SECURITY REQUIREMENTS:</u> PRIVACY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PROJECTION SCREEN CEILING MOUNTED , VENTILATION HOOD BASE CABINETS: MARKER BOARD: COLOR PRINTER COFFEE MAKER: LASER PRINTER REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES MICROWAVE SCANNER RANGE PHONE OTHER SINK NONE FAX SPACE PROGRAMMING FORM 18'-0" SCALE: 1/4"=1'-0" SUPPORT 12,-0. O:۱۸۶48-01/pro/Space Standards/CH- Building Support/R-copy workroom.dwg, 6/۱۲/۲۵۱۱ ۱:۱۲:۱۹ PM, aeldridge, Ad<u>obe PDF ۱۰۱ معره</u>

648.01

R-270

SHEET TITLE

#### PROGRAMMING FORM SPACE



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1648.01

SHEET TITLE

C-150

SCALE: 1/4"=1'-0"

| 2011<br>PROPOSED<br>80<br>80<br>80<br>80<br>80<br>80<br>64<br>64<br>64<br>64<br>64<br>64<br>64<br>64<br>64<br>64<br>64<br>64<br>64   |              |       |         |                      |           |           |   |
|--|--------------|-------|---------|----------------------|-----------|-----------|---|
| TOTAL PRISONNE  FROG.   SPACES REQUE   SPACES REQUER   SP |              |       |         |                      |           |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| COMMUNITY DEVELOPMENT   2011   5-YR   10-YR   15-YR   10-YR   15-YR   10-YR   15-YR   10-YR   15-YR   10-YR   10-YR  |              |       |         |                      |           |           | COMM.#: 1848.01<br>BKY GROUP              |
| COMMUNITY DEVELOPMENT         2011         5-YR         10-YR         15-YR         UNIT         PROPOSED           Personnel Spaces           Community Development Director- Jim Harrs         1         1         1         144         144           City Planner/Zoning Administrator- Ben Boike         1         1         1         1         144         144           City Planner/Zoning Administrator- Ben Boike         1         1         1         1         144         144           City Planner/Zoning Administrator- Ben Boike         1         1         1         1         144         144           City Planner/Zoning Administrator- Ben Boike         1         1         1         1         1         144         144           Building Inspector- Harry Jenness         1         1         1         1         1         1         1         1         1         1         44   | AL PERSONNEL | PROG. |         | USABLE AREA REQUIRED | REQUIRED  |           |   |
| Community Development Director- Jim Harts   19-78   15-78   10-78   15-78   10-78   15-78   10-78    | ACES REQ'D   | R     | 2011    | 5-YR.                | 10-YR.    | I5-YR.    | COMMENTS                                  |
| Personnel Spaces   | 10-YR.       |       |         | PROJECTED P          | PROJECTED | PROJECTED |   |
| Personnel Spaces   |              |       |         |                      |           |           |   |
| Community Development Director- Jim Harts   1   1   1   1   1   1   1   1   1  |              |       |         |                      |           |           |   |
| City Planner/Zoning Administrator- Ben Boike       1       1       1       120       1         Building Official- Gerry Hokenson       1       1       1       80         Building Inspector- Harry Jenness       1       1       1       64         Specialist- Susanna Wilson       1       1       1       64         Code Inspector- Sheen Yang       1       1       1       1       64         Future Coordinator       1       1       1       1       64         Future Secretary/Permit Clerk       1       1       1       1       64         Future Secretary/Permit Clerk       1       1       1       1       1       64         Future Secretary/Permit Clerk       1       1       1       1       3368       3         Public Service Counter       1       1       1       1       -       -       -         Central File       Central Copy/Mail/supply Room       1       1       1       1       - <td< td=""><td>_<br/>_<br/>_</td><td>144</td><td>4</td><td>4</td><td>4</td><td>144</td><td>(2) 5 dr lats, (1) 3 dr vert</td></td<>   | _<br>_<br>_  | 144   | 4       | 4                    | 4         | 144       | (2) 5 dr lats, (1) 3 dr vert              |
| Building Official- Gerry Hokenson   1   1   80   | _<br>_<br>_  | 120   | 120     | 120                  | 120       | 120       | plan layout space                         |
| Building Inspector - Harry Jenness   1   | _<br>_<br>_  | 80    | 80      | 80                   | 80        | 80        | (I) 4 dr lat, (2) BBF                     |
| Specialist- Susanna Wilson   | _<br>_<br>_  | 80    | 80      | 80                   | 80        | 80        | (I) 4 dr lat, (2) BBF                     |
| Code Inspector - Sheen Yang  | _<br>_<br>_  | 64    | 64      | 64                   | 64        | 64        | (I) 4 dr lat, (I) 4 dr vert, (I) BBF      |
| Future Coordinator   | _<br>_<br>_  | 64    | 64      | 64                   | 64        | 64        |   |
| Contract/Intern Employee   | _<br>_<br>_  | 64    | 64      | 64                   | 64        | 64        |   |
| Future Secretary/Permit Clerk  | _<br>_<br>_  | 48    | 48      | 48                   | 48        | 48        |   |
| Subtotal, Personnel Spaces   9 9 9 9 7   7   2   2   2   2   2   2   2   2   | _<br>_<br>_  | 64    | 64      | 64                   | 64        | 64        |   |
| Departmental Spaces  | o            |       | 473     | 27.8                 | 77.0      | 778       |   |
| Departmental Spaces       1       1       1       68       3         Public Service Counter       1       1       1       368       3         Central File       1       1       1       -       -         Conference Room       1       1       1       -       -         Plotter       1       1       1       1       -       -         Archive Storage       1       1       1       1       1       320       3         Archive Storage       1       1       1       1       1       1       -       -         TOTAL SPACES: IS IS IS IS IS IS       IS IS IS IS       IS IS IS IS IS IS IS IS IS IS IS IS IS I  | ^            |       | 07/     | 07/                  | 07/       | 1.20      |   |
| Public Service Counter       1       1       1       68         Central File       1       1       1       368       3         Central File       1       1       1       -       -         Conference Room       1       1       1       -       -         Plotter       1       1       1       -       -       -         Archive Storage       1       1       1       1       - <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>  |              |       |         |                      |           |           |   |
| Central File       1       1       1       358         Central Copy/Mail/supply Room       1       1       1       -         Conference Room       1       1       1       -         Plotter       1       1       1       -         Archive Storage       1       1       1       1       320         Archive Storage       6       6       6       6       6       6       7         TOTAL SPACES: 15       15       15       15       15       15       15         Total Net SF       1       320       1 <td< td=""><td>_<br/>_<br/>_</td><td>89</td><td>89</td><td>89</td><td>89</td><td>89</td><td></td></td<>   | _<br>_<br>_  | 89    | 89      | 89                   | 89        | 89        |   |
| Central Copy/Mail/supply Room  | _<br>_<br>_  | 368   | 368     | 368                  | 368       | 368       | (13) 4 dr lats, need (26) in 10 yrs       |
| Conference Room  | _<br>_<br>_  | 1     | 1       | •                    |           |           | See bldg support- shared                  |
| Archive Storage  | _<br>_<br>_  | ı     | ı       | •                    |           | •         | See bldg support- shared                  |
| Archive Storage  | _<br>_<br>_  | 1     | ı       | •                    |           |           | shared with engineering                   |
| S: 15 15 15 25%  |              | 320   | 320     | 320                  | 320       | 320       | currently in basement- existing 220 SF    |
| TOTAL SPACES: 15 15 15 15 15 15 15 15 15 15 15 15 15   | 9            |       | 756     | 756                  | 756       | 756       |   |
| tor 25%  | 15           | 1     |         |                      |           |           |   |
| 75%  |              |       | 1,484   | 1,484                | 1,484     | 1,484     |   |
|  |              | 72%   | 495     | 495                  | 495       | 495       |   |
| TOTAL PROPOSED USABLE SF   |              |       | 1,979   | 1,979                | 1,979     | 1,979     |   |
| TOTAL EXISTING USABLE SF   |              |       |         |                      |           |           |   |
| DIFFERENCE (1,979)   |              |       | (1,979) | (1,979)              | (1,979)   | (1,979)   |   |

PROGRAMMING FORM INDIVIDUAL WORKSPACE

**3**E カヤ L AREA REQUIRED nterior Design Architecture **Engineering** COMMISSION NO. **3oarman** PRIVATE OFFICE **SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT** COMMUNITY DEVELOPMENT HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY HIGH / MEDIUM PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX FIE LAT. BBF 12'-0" SCALE: 1/4"=1'-0" 15,-0.

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Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 771-O SHEET TITLE

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### PROGRAMMING FORM INDIVIDUAL WORKSPACE

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 **3**E 120 AREA REQUIRED nterior Design Architecture **Engineering** COMMISSION NO. Facsimile: **3oarman** PRIVATE OFFICE **SPACE TYPE** ROJECT TITLE Vogel Group Kroos COMMUNITY DEVELOPMENT **DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX 

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SHEET TITLE

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VISUAL PRIVACY NEEDS:

SCALE: 1/4"=1'-0"

HIGH / WEDIUM

# INDIVIDUAL WORKSPACE PROGRAMMING FORM

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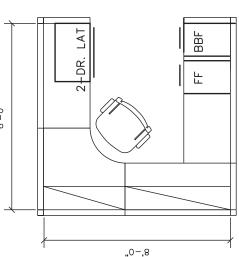


SCALE: 1/4"=1'-0"

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# INDIVIDUAL WORKSPACE PROGRAMMING FORM

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SCALE: 1/4"=1'-0"

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### PROGRAMMING FORM INDIVIDUAL WORKSPACE

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 **3**E 84 AREA REQUIRED nterior Design Architecture **Engineering** COMMISSION NO Facsimile: **3oarman MORKSTATION SPACE TYPE** ROJECT TITLE Vogel Group Kroos COMMUNITY DEVELOPMENT **DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER LAPTOP **PRINTER** PHONE OTHER: FAX 

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HIGH / WEDIUM 

84-W

SHEET TITLE

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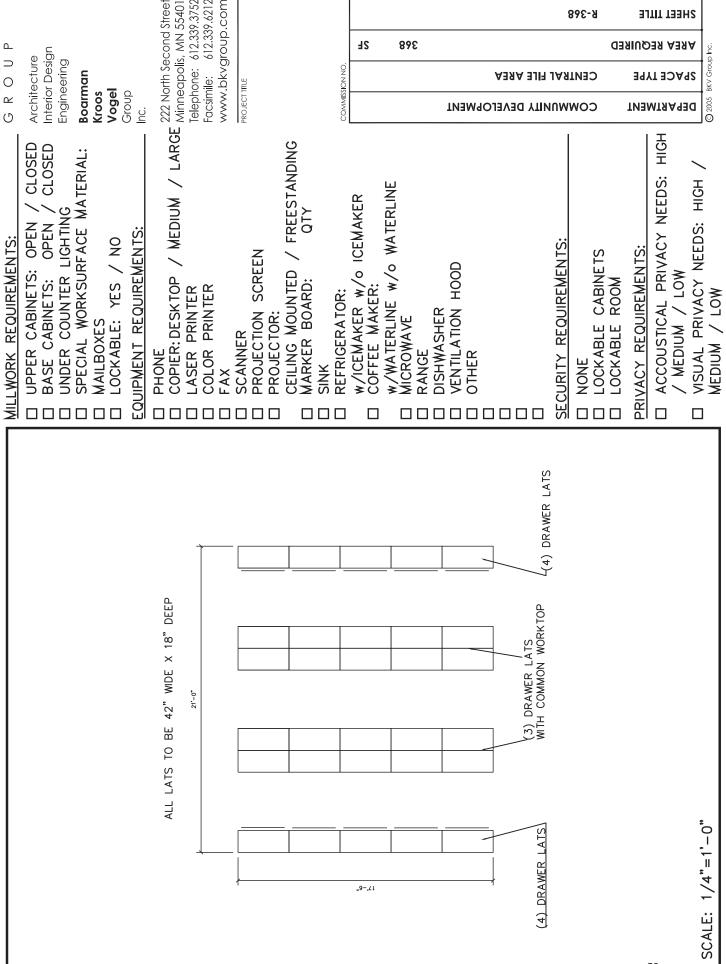
SCALE: 1/4"=1'-0"

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COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 89 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO Facsimile: **3oarman** PUBLIC SERVICE COUNTER **SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT** COMMUNITY DEVELOPMENT S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX SUPPORT SPACE PROGRAMMING FORM SIDE SIDE 8'-0" **PUBLIC** STAFF SCALE: 1/4"=1'-0" .9-.8

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street 89-A SHEET TITLE



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nterior Design

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**2**E 368

SHEET TITLE

R-368

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Interior Design Engineering

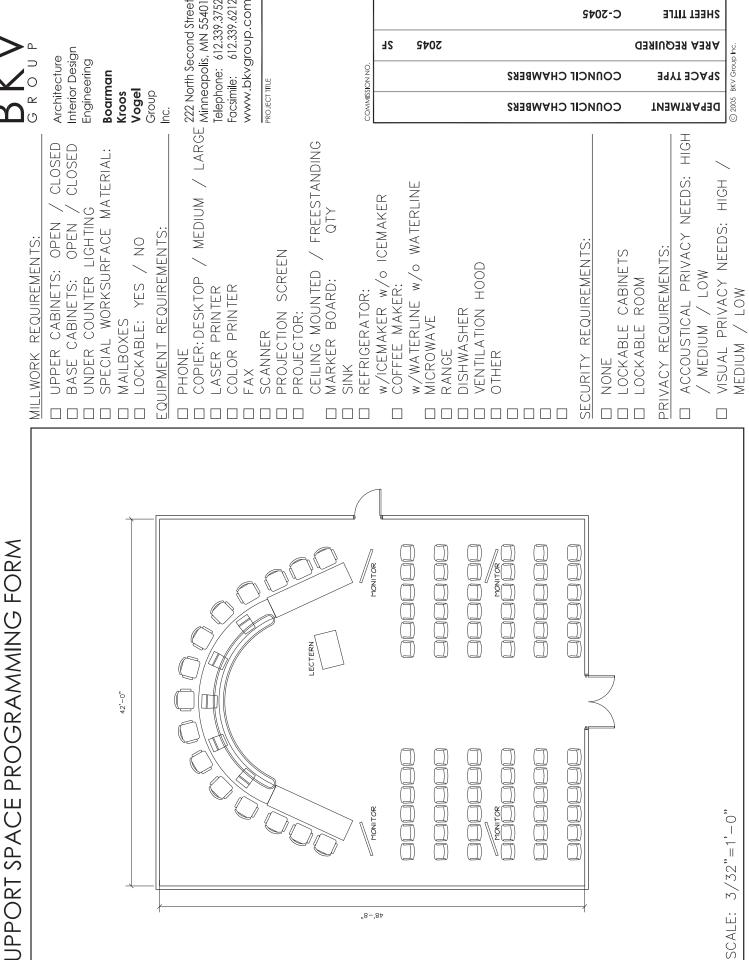
Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com 222 North Second Street

**2**E

R-320 SHEET TITLE 320 AREA REQUIRED

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| City of   | City of West St. Paul, MN       |      |              | SPACE     | ANALY  | SPACE ANALYSIS FORM |          |            |                      |           | SUMMARY TOTALS                            |
|-----------|---------------------------------|------|--------------|-----------|--------|---------------------|----------|------------|----------------------|-----------|---|
| Program   | -                               |      |              |           |        |                     |          |            |                      |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| SPACE NEE | SPACE NEEDS PROGRAM             |      |              |           |        |                     |          |            |                      |           | COMM.#: 1848.01<br>BKV GROUP              |
| SPACE     | DEPARTMENT:                     |      | TOTAL PE     | PERSONNEL |        | PROG.               |          | USABLE ARE | USABLE AREA REQUIRED |           |   |
| SHEET     |                                 |      | SPACES REQ'D | REQ'D     |        | SF                  | 2011     | 5-YR.      | 10-YR.               | I5-YR.    | COMMENTS                                  |
| CODE      | CITY COUNCIL                    | 2011 | 5-YR.        | 10-YR.    | IS-YR. | LIND                | PROPOSED | PROJECTED  | PROJECTED            | PROJECTED |   |
|           |                                 |      |              |           |        |                     |          |            |                      |           |   |
|           | Personnel Spaces                |      |              |           |        |                     |          |            |                      |           |   |
|           |                                 |      |              |           |        |                     |          |            |                      |           |   |
|           | Subtotal, Personnel Spaces      |      |              |           |        |                     | •        |            |                      |           |   |
|           |                                 |      |              |           |        |                     |          |            |                      |           |   |
|           | Departmental Spaces             |      |              |           |        |                     |          |            |                      |           |   |
| C-2045    | Council Chambers                | -    | -            | -         | -      | 2,045               | 2,045    | 2,045      | 2,045                | 2,045     |   |
|           | Council Conference Room         | -    | _            | -         | -      |                     | •        | •          | •                    | 1         | See bldg support- shared                  |
| R-120     | A/V Room                        | -    | _            | _         | -      | 120                 | 120      | 120        | 120                  | 120       |   |
| R-150     | Storage                         | -    | _            | _         | _      | 150                 | 150      | 150        | 150                  | 150       | Chair and table storage                   |
|           | Subtotal, Departmental Spaces   | 3    | 3            | 3         | 3      |                     | 2,315    | 2,315      | 2,315                | 2,315     |   |
|           | TOTAL SPACES:                   | 3    | 8            | 8         | 3      |                     |          |            |                      |           |   |
|           | Total Net SF                    |      |              |           |        |                     | 2,315    | 2,315      | 2,315                | 2,315     |   |
|           | Efficiency Factor               |      |              |           |        | 72%                 | 772      | 772        | 772                  | 772       |   |
|           | TOTAL PROPOSED USABLE SF        | L    |              |           |        |                     | 3,087    | 3,087      | 3,087                | 3,087     |   |
|           | <b>TOTAL EXISTING USABLE SF</b> |      |              |           |        |                     |          |            |                      |           |   |
|           | DIFFERENCE                      |      |              |           |        |                     | (3,087)  | (3,087)    | (3,087)              | (3,087)   |   |
|           |                                 |      |              |           |        |                     |          |            |                      |           |   |

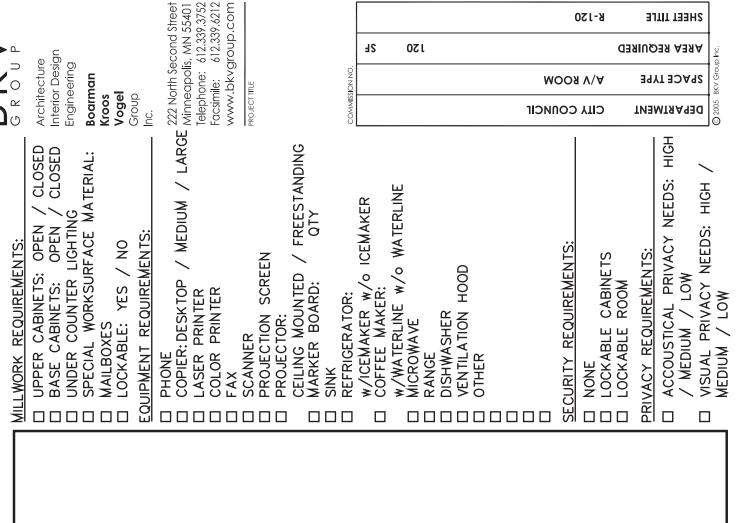


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10' - 0"



SERVER RACK

15,-0.

R-120

SHEET TITLE

SPACE

COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 09 L AREA REQUIRED Interior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO. Facsimile: **3oarman** TRAINIG ROOM STORAGE SPACE TYPE ROJECT TITLE Vogel Kroos Group CITY COUNCIL **DEPARTMENT** nc. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> \CON / MEDIUM / LOW LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED BASE CABINETS: HIGH / MEDIUM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: MICROWAVE SCANNER RANGE PHONE OTHER HGH NONE SINK FAX PROGRAMMING FORM CHAIR DOLLY CHAIR DOLLY CHAIR DOLLY TABLE DOLLY 15'-0DOLLY TABLE TABLE DOLLY SCALE: 1/4"=1'-0" SUPPORT 10,-0,

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street 1648.01

R-150 SHEET TITLE

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| TOTAL PERSONNEL   PROG.   USABLE AREA REQUIRED   PROJECTED   120 could be seen by the se | SPACE NEEDS PRO SPACE DEPA SHEET CODE ENG PRO PERS NATURE CODE ENG NATURE PRO | OGRAM                                  |      |          |         |        |       |          |            |            |           |   |
|--|---|--|------|----------|---------|--------|-------|----------|------------|------------|-----------|---|
| Figure   F | SPACE NEEDS PRG SPACE DEPA SHEET CODE ENG Pers O-144 PW//   | DGRAM                                  |      |          |         |        |       |          |            |            |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| FINAL PRINCE   FROM   |   |  |      |          |         |        |       |          |            |            |           | COMM.#. 1848.01<br>BKV GROUP              |
| Personnel Spaces   Personnel S |   | ARTMENT:                               |      | TOTAL PE | RSONNEL |        | PROG. |          | USABLE ARE | A REQUIRED |           |   |
| Personnel Spaces   1   |   |  |      | SPACE    | REQ'D   |        | R     | 2011     | 5-YR.      | 10-YR.     | I5-YR.    | COMMENTS                                  |
| Personnel Spaces   Pay/Parks Dir/City Engineer - Matt Saam   |   | GINEERING                              | 2011 | 5-YR.    | 10-YR.  | 15-YR. | LIND  | PROPOSED | PROJECTED  | PROJECTED  | PROJECTED |   |
| Personnel Spaces   Park Sam  |   |  |      |          |         |        |       |          |            |            |           |   |
| Personnel Spaces   Personnel S |   |  |      |          |         |        |       |          |            |            |           |   |
| Pow/Parks Dir/City Engineer- Matt Sam         1         1         1         144  |   | sonnel Spaces                          |      |          |         |        |       |          |            |            |           |   |
| Eng. Tech IIII- Chuck Price         I         I         I         I         I         I         G8         80 </td <td></td> <td>Parks Dir/City Engineer- Matt Saam</td> <td></td> <td>_</td> <td>_</td> <td>_</td> <td>4</td> <td><u>4</u></td> <td>4</td> <td><u>∓</u></td> <td>4</td> <td>meeting space for I-2 people</td>   |   | Parks Dir/City Engineer- Matt Saam     |      | _        | _       | _      | 4     | <u>4</u> | 4          | <u>∓</u>   | 4         | meeting space for I-2 people              |
| Future Intern workstation         I </td <td></td> <td>Tech III- Chuck Price</td> <td>_</td> <td>_</td> <td>_</td> <td>_</td> <td>80</td> <td>80</td> <td>80</td> <td>88</td> <td>80</td> <td></td>  |   | Tech III- Chuck Price                  | _    | _        | _       | _      | 80    | 80       | 80         | 88         | 80        |   |
| Subtotal, Personnel Spaces   |   | ire Intern workstation                 | _    | _        | _       | _      | 64    | 49       | 64         | 64         | 64        |   |
| Departmental Spaces         4  |   | ; Maintenance Tech- Robert Hayes       |      | _        | _       | -      | 120   | 120      | 120        | 120        | 120       | could be located anywhere in building     |
| Departmental Spaces  |   | Section 1                              | _    | _        | _       | •      |       | 700      | 400        | 700        | 400       |   |
| Departmental Spaces  |   | Subtotal, Personnel Spaces             | 4    | 4        | 4       | 4      |       | 408      | 408        | 408        | 408       |   |
| Conference Room         I  |   |  |      |          |         |        |       |          |            |            |           |   |
| Conference Room         1         1         1         68   | Dep   | oartmental Spaces                      | _    |          |         |        |       |          |            |            |           |   |
| Service Counter         1         1         1         1         68         68         68         68         68         68         68         68         68         68         68         68         68         68         68         68         68         68         68         98         Par Par Par Par Par Par Park         Park Park         Park Park Park         Park Park Park Park Park Park Park Park  | Con   | ference Room                           | _    | _        | _       | _      |       |          |            | •          | ٠         | See bldg support- shared                  |
| Plan Room/Library   1   1   1   1   1   1   1   1   1  |   | ice Counter                            | _    | _        | _       | _      | 89    | 89       | 89         | 89         | 89        | public window- with public computer       |
| Field Equipment Storage       1 <td></td> <td>Room/Library</td> <td></td> <td>_</td> <td>_</td> <td>_</td> <td>384</td> <td>384</td> <td>384</td> <td>384</td> <td>384</td> <td>includes plotter</td>  |   | Room/Library                           |      | _        | _       | _      | 384   | 384      | 384        | 384        | 384       | includes plotter                          |
| Common File Area (in plan room)       1  | Field   | 1 Equipment Storage                    | _    | _        | _       | _      |       |          |            |            | ٠         | located within Plan Room/Library          |
| Common Binder Storage (in plan room)         1         1         1         1         200   | Соп   | nmon File Area (in plan room)          | _    | _        | _       | _      |       |          |            |            |           | 7 lats, 8 verts- part of plan room area   |
| Subtotal, Departmental Spaces   1   1   1   200   20 | Con   | nmon Binder Storage (in plan room)     | _    | _        | _       | _      |       |          |            |            | ٠         | part of plan room                         |
| 7 7 7 652 652  |   | ding Maintenance Storage Room/workbenc |      | _        | _       | _      | 200   | 200      | 200        | 200        | 200       | misc furn, parts, etc (Robert)            |
| 1  |   | Subtotal, Departmental Spaces          | 7    | 7        | 7       | 7      |       | 652      | 652        | 652        | 652       |   |
| 1,060   1,06 |   | TOTAL SPACES.                          | _=   | =        | _ =     | =      |       |          |            |            |           |   |
| 1,413 (1.413) (1.413)  |   |  |      |          |         |        |       | 1,060    | 1,060      | 1,060      | 1,060     |   |
| 1,413 1,413 1,413  |   | Efficiency Factor                      |      |          |         |        | 72%   | 353      | 353        | 353        | 353       |   |
| (1413) (1413) (1413)   |   | TOTAL PROPOSED USABLE S                | iř.  |          |         |        |       | 1,413    | 1,413      | 1,413      | 1,413     |   |
| (1.413) (1.413) (1.413)  |   | <b>TOTAL EXISTING USABLE SF</b>        |      |          |         |        |       |          |            |            |           |   |
|  |   | DIFFERENCE                             |      |          |         |        |       | (1,413)  | (1,413)    | (1,413)    | (1,413)   |   |

www.bkvgroup.com 771-O SHEET TITLE **3**E 77 L AREA REQUIRED Interior Design Architecture Engineering COMMISSION NO. Boarman PRIVATE OFFICE **SPACE TYPE** PROJECT TITLE Vogel Group Kroos © 2005 nc. **ENCINEERING DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW HIGH / MEDINM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING KEYBOARD TRAY STORAGE TOWER LATERAL FILE OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT TACKBOARD FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: OTHER FAX FILE LAT. H BBF 12,-0" SCALE: 1/4"=1'-0" 12,-0"

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#### PROGRAMMING FORM INDIVIDUAL WORKSPACE

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 A021-O SHEET TITLE **2**E 120 AREA REQUIRED nterior Design Architecture Engineering COMMISSION NO. Facsimile: **3oarman OFFICE WITH WORKBENCH SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT ENCINEERING** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX WORKBENCH SCALE: 1/4"=1'-0" 15,-0,

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HIGH / WEDIUM

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 08-W SHEET TITLE **3**E 08 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO. **3oarman MORKSTATION SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT** ENCINEERING HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE GUEST SEATING: CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY HIGH / WEDIUM PRIVATE OFFICE OPEN SHELVING BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX **"**0–**'**8 LAT. FILE

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SCALE: 1/4"=1'-0"

BBF

Telephone: 612.339.3752 Facsimile: 612.339.6212 222 North Second Street www.bkvgroup.com Minneapolis, MN 55401 **2**E 79 Interior Design Architecture Engineering COMMISSION NO. Boarman **MORKSTATION** PROJECT TITLE Voge Group Kroos ENCINEERING S. HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY FURNITURE REQUIREMENTS: EQUIPMENT REQUIREMENTS: FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER KEYBOARD TRAY OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM ATERAL FILE WORKSTATION **FASK LIGHT TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: OTHER FAX BBF FILE LAT. Ή

**"**0-**"**8



₽9-M SHEET TITLE AREA REQUIRED **SPACE TYPE DEPARTMENT** 

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VISUAL PRIVACY NEEDS:

HIGH / MEDIUM / LOW

HIGH / MEDIUM / LOW

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222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 89 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO Facsimile: **3oarman** PUBLIC SERVICE COUNTER **SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT ENCINEERING** nc. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: WISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX <u>Р</u> PUBLIC SIDE SIDE



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SCALE: 1/4"=1'-0"

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8'-0"

**PUBLIC** 

STAFF

.9-.8

89-A

SHEET TITLE

www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 R-384 SHEET TITLE **2**E 384 AREA REQUIRED nterior Design Architecture Engineering COMMISSION NO Facsimile: **3oarman** YAAABII \ MOOR NAJ9 SPACE TYPE ROJECT TITLE Vogel Group Kroos **DEPARTMENT ENCINEERING** S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX .0-.91 (ROLL PLAN STORAGE UNDER COUNTER) FILES WITH COUNTERTOP PLOTTER 24.-0" SHELVING OVER COUNTER FOR BINDER STORAGE M COPY PRINTER DRAWER FTAL SHELVING SCALE: 3/16"=1'-0" HANGING PLAN RACKS



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MEDIUM / LOW

Telephone: 612.339.3752 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 200 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO -acsimile: **3oarman** BUILDING MAINTENANCE WOK/STORAGE **SPACE TYPE** ROJECT TITLE Vogel Kroos Group **DEPARTMENT ENCINEERING** S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX 10,-01 SUPPORT SPACE PROGRAMMING FORM 24" DEEP OPEN METAL SHELVING WORKBENCH 20' - 0" SCALE: 1/4"=1'-0"

R-200 SHEET TITLE

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612.339.6212

| Program SPACE NEED |                                     |      |              |                 |        |       |          |                      |            |           |   |
|--------------------|-------------------------------------|------|--------------|-----------------|--------|-------|----------|----------------------|------------|-----------|---|
| SPACE NEED         |                                     |      |              |                 |        |       |          |                      |            |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| SPACE              | SPACE NEEDS PROGRAM                 |      |              |                 |        |       |          |                      |            |           | COMM.#: 1848.01<br>BKV GROUP              |
| _                  | DEPARTMENT:                         |      | TOTAL PE     | FOTAL PERSONNEL |        | PROG. |          | USABLE AREA REQUIRED | , REQUIRED |           |   |
| SHEET              |                                     |      | SPACES REQ'D | REQ'D           |        | R     | 2011     | 5-YR.                | 10-YR.     | IS-YR.    | COMMENTS                                  |
| CODE               | FINANCE                             | 2011 | 5-YR.        | IO-YR.          | IS-YR. | LINU  | PROPOSED | РКОЈЕСТЕБ            | PROJECTED  | PROJECTED |   |
|                    |                                     |      |              |                 |        |       |          |                      |            |           |   |
|                    | Personnel Spaces                    |      |              |                 |        |       |          |                      |            |           |   |
| 0-4-               | Finance Director- Sandy Christensen | -    | _            | -               | _      | 4     | 4        | 4                    | 4          | 4         | meeting for 2                             |
| 0-120              | Asst. Finance Director-Jackie Senko | -    | -            | -               | -      | 120   | 120      | 120                  | 120        | 120       | 0   |
| W-64               | Accoutant (Future)                  | -    | -            | -               | _      | 49    | 64       | 49                   | 64         | 64        |   |
| W-64               | Payroll Clerk- Deb Wheeler          | _    | -            | -               | _      | 64    | 45       | 64                   | 49         | 64        |   |
| W-64               | AP/AR Clerk- Penny O'Kane           | _    | -            | -               | _      | 64    | 49       | 64                   | 49         | 64        |   |
| W-64               | Receptionist- Linda Ledman          | _    | _            | -               | _      | 64    | 64       | 64                   | 49         | 64        | in/out board                              |
|                    |                                     |      |              |                 |        |       |          |                      |            |           |   |
|                    | Subtotal, Personnel Spaces          | 9    | 9            | 9               | 9      |       | 520      | 520                  | 520        | 520       |   |
|                    |                                     |      |              |                 |        |       |          |                      |            |           |   |
|                    | Departmental Spaces                 |      |              |                 |        |       |          |                      |            |           |   |
|                    | Service Counter                     | _    | -            | -               | _      |       |          |                      |            | ٠         | See Penny and Linda                       |
| R-88               | Finance File Room                   | -    | -            | -               | _      | 88    | 88       | 88                   | 88         | 88        | (2) 4 dr lats in secured room             |
|                    | Central Copy/Mail/supply Room       | -    | -            | -               | -      | •     | 1        | 1                    | ,          |           | See bldg support- shared                  |
| A-126              | Common File Area/Library            | _    | -            | -               | _      | 126   | 126      | 126                  | 126        | 126       |   |
| A-64               | Copy/printer area                   | -    | -            | -               | -      | 49    | 64       | 49                   | 64         | 64        | dedicated finance printer/scanner         |
|                    | Conference Room                     | -    | -            | -               | -      |       |          | 1                    |            | •         | See bldg support- shared                  |
|                    | Subtotal, Departmental Spaces       | 9    | 9            | 9               | 9      |       | 278      | 278                  | 278        | 278       |   |
|                    | TOTAL SPACES:                       | 12   | 12           | 12              | 12     |       |          |                      |            |           |   |
|                    | Total Net SF                        |      |              |                 |        |       | 798      | 798                  | 798        | 798       |   |
|                    | Efficiency Factor                   |      |              |                 |        | 72%   | 799      | 799                  | 799        | 266       |   |
|                    | TOTAL PROPOSED USABLE SF            |      |              |                 |        |       | 1,064    | 1,064                | 1,064      | 1,064     |   |
|                    | <b>TOTAL EXISTING USABLE SF</b>     |      |              |                 |        |       |          |                      |            |           |   |
|                    | DIFFERENCE                          |      |              |                 |        |       | (1,064)  | (1,064)              | (1,064)    | (1,064)   |   |

PROGRAMMING FORM INDIVIDUAL WORKSPACE

222 North Second Street Minneapolis, MN 55401 **3**E 77 L AREA REQUIRED © 2005 BKV Group Inc. Interior Design Architecture Engineering COMMISSION NO. **3oarman** PRIVATE OFFICE **SPACE TYPE** ROJECT TITLE Voge Group Kroos FINANCE **DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: ORY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: MO7 / FURNITURE REQUIREMENTS: FLAT PANEL MONITOR PAPER MANAGEMENT SHARED WORKSPACE PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING KEYBOARD TRAY STORAGE TOWER HIGH / MEDIUM HIGH / MEDIUM OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM -ATERAL FILE WORKSTATION TASK LIGHT TACKBOARD FILE /FILE: SCANNER PRINTER LAPTOP PHONE OTHER: FAX 4 DRAWER LAT FILE 2 DRAWER LAT FILE 2 DRAWER LAT FILE 12'-0"BBF SCALE: 1/4"=1'-0" 15,-0,,

771-O SHEET TITLE

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Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 0-120 SHEET TITLE **2**E 120 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO. **3oarman SPACE TYPE** PRIVATE OFFICE ROJECT TITLE Vogel Group Kroos FINANCE **DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY HIGH / WEDIUM PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX SCALE: 1/4"=1'-0" 15,-0,

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Telephone: 612.339.3752 Facsimile: 612.339.6212 222 North Second Street www.bkvgroup.com Minneapolis, MN 55401 **2**E 79 Interior Design Architecture Engineering COMMISSION NO. Boarman PROJECT TITLE Voge Group Kroos S. HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR DRY ERASE MARKER BOARD QTY FURNITURE REQUIREMENTS: EQUIPMENT REQUIREMENTS: FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER KEYBOARD TRAY OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM ATERAL FILE WORKSTATION **FASK LIGHT TACKBOARD** FILE /FILE: SCANNER LAPTOP PHONE OTHER FAX BBF FILE LAT. Ή

**"**0-**"**8



**PRINTER** 

OTHER:

© 2005

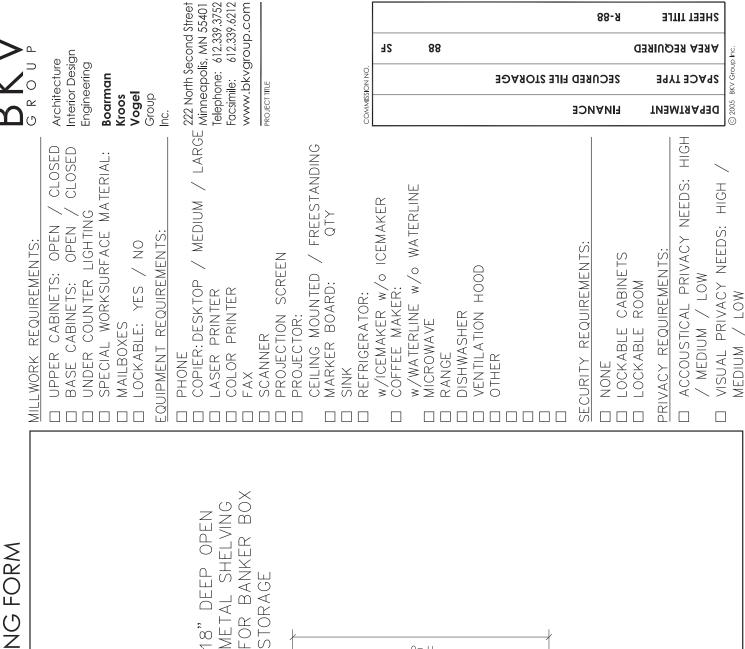
ACCOUSTICAL PRIVACY NEEDS:

PRIVACY REQUIREMENTS:

HIGH / MEDIUM / LOW

VISUAL PRIVACY NEEDS:

HIGH / MEDIUM / LOW



11,-0,

FLOOR SAFE

8,-0,



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SHEET TITLE

88-A

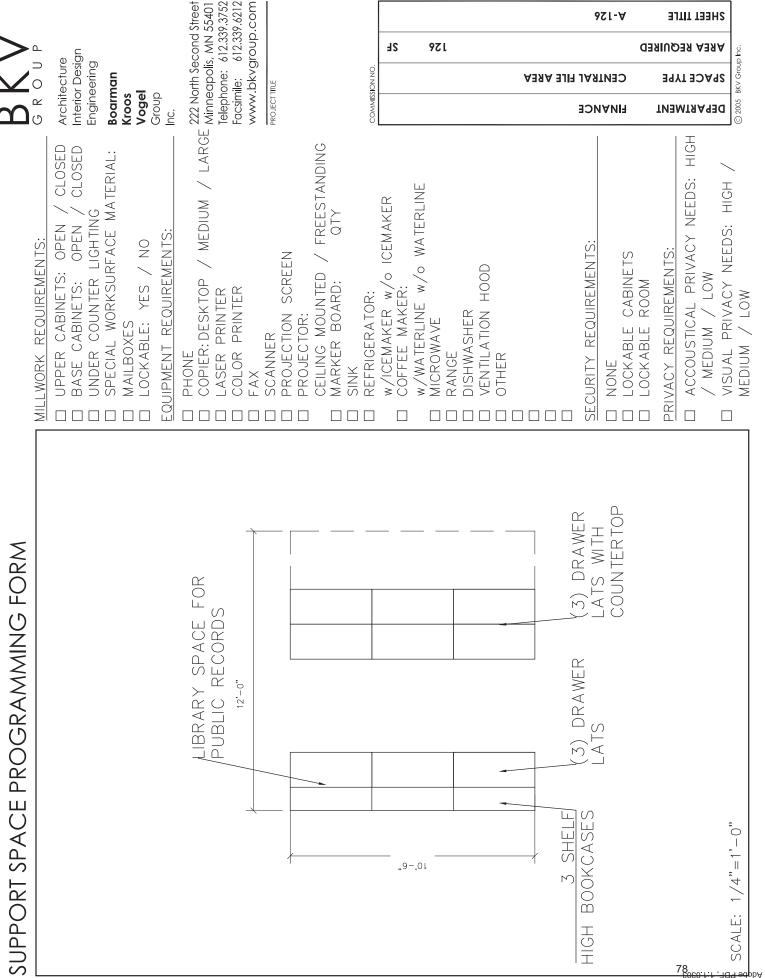
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FILES

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WIDE



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921-A

SHEET TITLE

#### PROGRAMMING FORM SPACE SUPPORT

222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **⊅9-∀** SHEET TITLE **2**E 79 AREA REQUIRED nterior Design Architecture Engineering COMMISSION NO Facsimile: **3oarman** COPY/WORK AREA SPACE TYPE ROJECT TITLE Vogel Group Kroos FINANCE **DEPARTMENT** S. / FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> HIGH / MEDIUM / LOW LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: PRIVACY REQUIREMENTS: LOCKABLE CABINETS PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED BASE CABINETS: LOCKABLE ROOM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: **REFRIGERATOR: DISHWASHER** PROJECTOR: MAILBOXES MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX COUNTER W/ STORAGE ABOVE ≰ **dop**IER BELOW. 8,-0, MORK SCALE: 1/4"=1'-0" **"**0-,8

\CON HIGH / MEDIUM

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com

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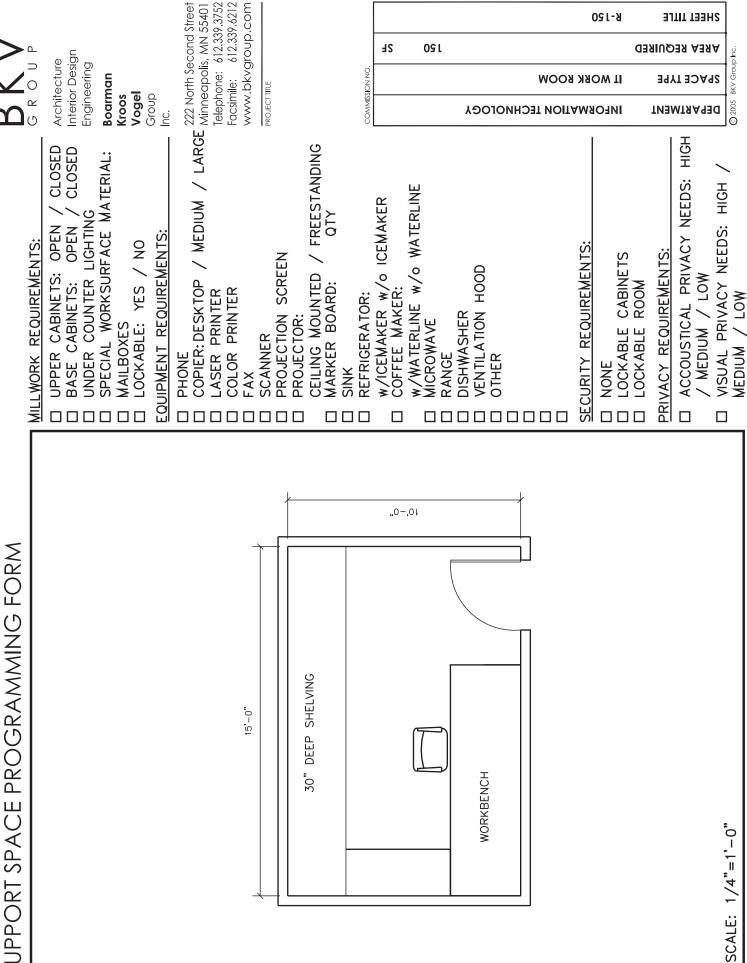
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| City of   | City of West St. Paul, MN       |      |          | SPACE        | ANALY  | SPACE ANALYSIS FORM |          |            |                      |           | SUMMARY TOTALS                            |
|-----------|---------------------------------|------|----------|--------------|--------|---------------------|----------|------------|----------------------|-----------|---|
| Program   | 2                               |      |          |              |        |                     |          |            |                      |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| SPACE NEE | SPACE NEEDS PROGRAM             |      |          |              |        |                     |          |            |                      |           | COMM.#: 1848.01<br>BKV GROUP              |
| SPACE     | DEPARTMENT:                     |      | TOTAL PE | PERSONNEL    |        | PROG.               |          | USABLE ARE | USABLE AREA REQUIRED |           |   |
| SHEET     |                                 |      | SPACE    | SPACES REQ'D |        | SF                  | 2011     | 5-YR.      | 10-YR.               | IS-YR.    | COMMENTS                                  |
| CODE      | INFORMATION TECHNOLOGY          | 2011 | 5-YR.    | 10-YR.       | I5-YR. | TINO                | PROPOSED | РКОЈЕСТЕБ  | PROJECTED            | PROJECTED |   |
|           |                                 |      |          |              |        |                     |          |            |                      |           |   |
|           | Personnel Spaces                |      |          |              |        |                     |          |            |                      |           |   |
| W-80      | IT Manager- Mark Kellogg        | _    | _        | _            | _      | 80                  | 80       | 8          | 80                   | 80        | private shared ws                         |
| 08-W      | Desktop Specialist- Tracy Vener | _    | _        | _            | _      | 80                  | 80       | 88         | 80                   | 80        | private shared ws                         |
| W-80      | Future Web Specialist           |      | _        | _            | _      | 80                  |          | 80         | 80                   | 80        |   |
|           | Subtotal, Personnel Spaces      | 2    | 3        | 3            | М      |                     | 091      | 240        | 240                  | 240       |   |
|           |                                 |      |          |              |        |                     |          |            |                      |           |   |
|           | Departmental Spaces             |      |          |              |        |                     |          |            |                      |           |   |
| R-150     | Receiving/Workbench Room        | -    | _        | _            | _      | 150                 | 150      | 150        | 150                  | 150       |   |
|           | Server Room                     | _    | _        | _            |        | 1                   | ı        | ı          | ı                    | ı         | See Building Support                      |
|           | Subtotal, Departmental Spaces   | 2    | 2        | 2            | 2      |                     | 150      | 150        | 150                  | 150       |   |
|           | TOTAL SPACES.                   | 4    |          | u            | u      |                     |          |            |                      |           |   |
|           | Total Net SF                    |      |          |              |        |                     | 310      | 390        | 390                  | 390       |   |
|           | Efficiency Factor               |      |          |              |        | 72%                 | 103      | 130        | 130                  | 130       |   |
|           | TOTAL PROPOSED USABLE SF        | _    |          |              |        |                     | 413      | 520        | 520                  | 520       |   |
|           | TOTAL EXISTING USABLE SF        |      |          |              |        |                     |          |            |                      |           |   |
|           | DIFFERENCE                      |      |          |              |        |                     | (413)    | (250)      | (220)                | (220)     |   |
|           |                                 |      |          |              |        |                     |          |            |                      |           |   |

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 08-W SHEET TITLE **3**E 08 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO **3oarman MORKSTATION SPACE TYPE** ROJECT TITLE Vogel Group Kroos INFORMATION TECHNOLOGY **DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY HIGH / MEDIUM PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX FORM \_\_\_\_\_ Individual workspace programming 2 DRAWER LAT 1884 1884 10' - 0"SCALE: 1/4"=1'-0" <u>"0-'8</u>

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R-150

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SHEET TITLE

| City of   | City of West St. Paul, MN             |      |                 | SPACE  | ANALY. | SPACE ANALYSIS FORM |          |            |                      |           | SUMMARY TOTALS                              |
|-----------|---------------------------------------|------|-----------------|--------|--------|---------------------|----------|------------|----------------------|-----------|---|
| Program   |                                       |      |                 |        |        |                     |          |            |                      |           | Q:\PROJ\1848.01\pro\1848.01-program-draft   |
| SPACE NEE | SPACE NEEDS PROGRAM                   |      |                 |        |        |                     |          |            |                      |           | COMM.#: 1848.01<br>BKY GROUP                |
| SPACE     | DEPARTMENT:                           |      | TOTAL PERSONNEL | SONNEL |        | PROG.               |          | USABLE ARE | USABLE AREA REQUIRED |           |   |
| SHEET     |                                       |      | SPACES REQ'D    | REQ'D  |        | R                   | 2011     | 5-YR.      | 10-YR.               | I5-YR.    | COMMENTS                                    |
| CODE      | PUBLIC WORKS / PARKS                  | 2011 | 5-YR.           | 10-YR. | I5-YR. | FIND                | PROPOSED | PROJECTED  | PROJECTED            | PROJECTED |   |
|           |                                       |      |                 |        |        |                     |          |            |                      |           |   |
|           | Boundary Charles                      |      |                 |        |        |                     |          |            |                      |           |   |
|           | reisonnei spaces                      |      |                 |        |        |                     |          |            |                      |           |   |
| 0-144     | PW/Parks Dir/City Engineer- Matt Saam |      |                 |        |        | <u>4</u>            |          |            |                      | •         |   |
| W-64      | Park/Rec Supt- Dave Schletty          | -    | _               | -      | -      | 64                  | 64       | 64         | 64                   | 64        | parks                                       |
| W-64      | PW/Parks Secretary- Sharon Hatfield   | _    | -               | -      | -      | 64                  | 64       | 64         | 64                   | 64        | parks                                       |
|           |                                       |      |                 |        |        |                     |          |            |                      |           |   |
|           | Subtotal, Personnel Spaces            | 2    | 2               | 2      | 2      |                     | 128      | 128        | 128                  | 128       |   |
|           |                                       |      |                 |        |        |                     |          |            |                      |           |   |
|           | Departmental Spaces                   |      |                 |        |        |                     |          |            |                      |           |   |
| A-68      | Parks Service Counter                 | _    | -               | -      | -      | 89                  | 89       | 89         | 89                   | 89        | currently too low, part of Sharon's station |
| A-60      | Parks file area                       | -    | -               | -      | -      | 09                  | 09       | 09         | 09                   | 09        | (4) 4 dr verts                              |
| R-120     | Parks storage                         | -    | -               | -      | -      | 120                 | 120      | 120        | 120                  | 120       | $8 \times 15$ storage in basement           |
| A-64      | shared copy area                      | -    | -               | -      | _      | 64                  | 64       | 64         | 64                   | 49        |   |
|           | Subtotal, Departmental Spaces         | ٣    | ٣               | ٣      | ٣      |                     | 248      | 248        | 248                  | 248       |   |
|           |                                       |      |                 |        |        |                     |          |            |                      |           |   |
|           | TOTAL SPACES:                         | 2    | 2               | 6      | 6      |                     |          |            |                      |           |   |
|           | Total Net SF                          |      |                 |        |        |                     | 376      | 376        | 376                  | 376       |   |
|           | Efficiency Factor                     |      |                 |        |        | 72%                 | 125      | 125        | 125                  | 125       |   |
|           | TOTAL PROPOSED USABLE SF              | L    |                 |        |        |                     | 105      | 201        | 105                  | 201       |   |
|           | TOTAL EXISTING USABLE SF              |      |                 |        |        |                     |          |            |                      |           |   |
|           | DIFFERENCE                            |      |                 |        |        |                     | (201)    | (201)      | (201)                | (201)     |   |
|           |                                       |      |                 |        |        |                     |          |            |                      |           |   |

Telephone: 612.339.3752 Facsimile: 612.339.6212 222 North Second Street www.bkvgroup.com Minneapolis, MN 55401 **2**E 79 Interior Design Architecture Engineering COMMISSION NO. Boarman **MORKSTATION** PROJECT TITLE Voge Group Kroos **PARKS** S. HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY FURNITURE REQUIREMENTS: EQUIPMENT REQUIREMENTS: FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER KEYBOARD TRAY OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM ATERAL FILE WORKSTATION **FASK LIGHT TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: OTHER FAX 2+DR. LAT BBF Ή

**"**0-**"**8

AREA REQUIRED **SPACE TYPE DEPARTMENT** 

© 2005

VISUAL PRIVACY NEEDS:

HIGH / MEDIUM / LOW

HIGH / MEDIUM / LOW

₽9-M SHEET TITLE

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222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 89 AREA REQUIRED Interior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO Facsimile: **3oarman** PUBLIC SERVICE COUNTER SPACE TYPE ROJECT TITLE Vogel Group Kroos **PARKS DEPARTMENT** S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: WISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW **REFRIGERATOR: DISHWASHER** MAILBOXES PROJECTOR: MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX SUPPORT SPACE PROGRAMMING FORM SIDE 8'-0" PUBLIC STAFF SCALE: 1/4"=1'-0" .9-,8

89-A

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SHEET TITLE

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#### PROGRAMMING FORM SPACE SUPPORT

SPECIAL WORKSURFACE MATERIAL: UNDER COUNTER LIGHTIN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: PROJECTION SCREEN UPPER CABINETS: BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER PROJECTOR: MAILBOXES SCANNER PHONE SINK FAX 3 DR LAT FILES W/COMMON TOP

nterior Design Architecture Engineering CLOSED

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**3oarman** Vogel Kroos

Group nc.

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PROJECT TITLE

COMMISSION NO

' FREESTANDING CEILING MOUNTED

W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER COFFEE MAKER: REFRIGERATOR:

10,-

..0

**MICROWAVE** RANGE

VENTILATION HOOD **DISHWASHER** 

OTHER

SECURITY REQUIREMENTS:

X 7 C:/1848-01/pro/Space Standards/CH-Parks/A-60-ACTIVE-STOR.dwg, 6/16/2011 8:56:45 AM, aeldridge, 7 Addee PBF, 1:1.99008

LOCKABLE CABINETS LOCKABLE ROOM NONE

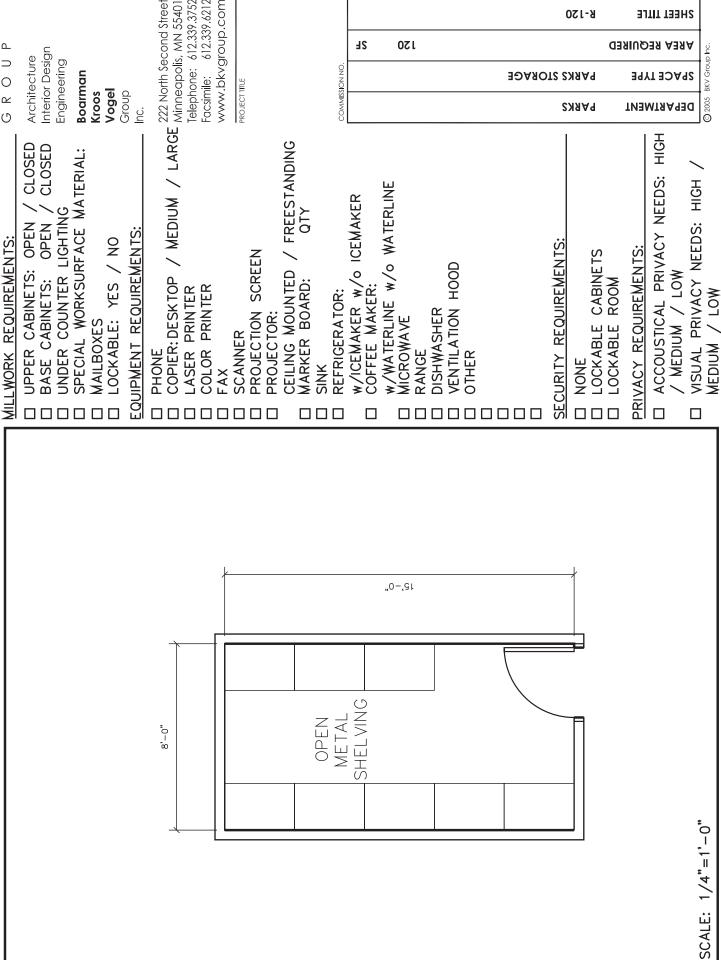
PRIVACY REQUIREMENTS:

ACCOUSTICAL PRIVACY NEEDS: / MEDIUM / LOW HGH

**WISUAL PRIVACY NEEDS:** \CON HIGH / MEDIUM

09-A SHEET TITLE **3**E 09 AREA REQUIRED **ACTIVE FILE STORAGE** SPACE TYPE **PARKS DEPARTMENT** 

SCALE: 1/4"=1'-0"





Interior Design Engineering

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**2**E 120 R-120 SHEET TITLE AREA REQUIRED

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MILLWORK REQUIREMENTS:

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **⊅9-∀** SHEET TITLE **2**E 79 AREA REQUIRED Interior Design Architecture Engineering COMMISSION NO **3oarman** -acsimile: COPY/WORK AREA SPACE TYPE ROJECT TITLE Vogel Group **Kroos PARKS DEPARTMENT** S. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS. W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> \CON HIGH / MEDIUM / LOW LOCKABLE: YES / NO SECURITY REQUIREMENTS: PRIVACY REQUIREMENTS: LOCKABLE CABINETS PROJECTION SCREEN VENTILATION HOOD UPPER CABINETS: CEILING MOUNTED LOCKABLE ROOM BASE CABINETS: HIGH / MEDIUM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: **REFRIGERATOR: DISHWASHER** PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER NONE SINK FAX COUNTER W/ STORAGE ABOVE ≰ **dop**IER BELOW. 8,-0, MORK SCALE: 1/4"=1'-0" **"**0-,8

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#### City of West St Paul

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



Tab 5

#### City of West St Paul

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



#### **Police Station Architectural Space Program & Standards**

The following spreadsheets outline the programmed building area requirements for the Police Station and all of its departments in detail. The programmed area indicated for each space is based on area calculations related to the Space Standard diagrams included in this report.

The following diagrams illustrate the space needs for the Police Station and all of its departments. The diagrams are not intended to be final designs, but are instead provided to identify functional requirements and to determine usable square footage requirements accurately. The areas represented by these Space Standards are used in the area calculations provided within this report.

Comm. No. 1848.01 August 18, 2011

| Total Pisconnia   Proc.   Str.   Dotal Engo.   Str.   St | 5        | City of West St. Paul, MN       |      |         | してしつ    | - ANAL | SPACE ANALYSIS FORM |          |             |            |           | SUMMARY IOTALS                            |
|--|----------|---------------------------------|------|---------|---------|--------|---------------------|----------|-------------|------------|-----------|---|
| Factor   F | Progra   | 8                               |      |         |         |        |                     |          |             |            |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| POLICE   Properties   Propert | SPACE NE | EDS PROGRAM                     |      |         |         |        |                     |          |             |            |           | COMM.#: 1848.01<br>BKV GROUP              |
| POLICE   | SPACE    |                                 |      | TOTAL P | RSONNEL |        | PROG.               |          | USABLE AREA | N REQUIRED |           |   |
| POLICE   P | SHEET    |                                 |      | SPACE   | S REQ'D |        | SF                  | 2011     | 5-YR.       | IO-YR.     | I5-YR.    | COMMENTS                                  |
| Personnel Spaces   Chief Profile State   Chief Profile   Chief Profile State   Chief Profile   Chief Profile State   Chief Profile   Chief Profile State   Chief Profile   Chief Profile State   Chief Profile Profile State   Chief Profile Sta | CODE     | POLICE                          | 2011 | 5-YR.   | 10-YR.  | 15-YR. | <b>⊢</b> NO         | PROPOSED | PROJECTED   | PROJECTED  | PROJECTED |   |
| Complete Spaces   Complete S |          | ADMINISTRATION                  |      |         |         |        |                     |          |             |            |           |   |
| Personnel Spaces   Chief Hamiltonian Laura Value   Chief Ham |          |                                 |      |         |         |        |                     |          |             |            |           |   |
| Chief Manils Stawer   1   1   1   216    |          | Personnel Spaces                |      |         |         |        |                     |          |             |            |           |   |
| Administrative Lt. Mats Swenke   | 0-216    |                                 | _    | _       | _       | _      | 216                 | 216      | 216         | 216        | 216       |   |
| Feed Secretary, Christine Waltz  | 0-14     |                                 | _    | _       | _       | _      | i                   | ı        | •           | •          | •         | in Investigations                         |
| Secretary, Karen Shewchuk  | W-64     | Lead Secretary, Christine Waltz | -    | _       | _       | _      | 64                  | 49       | 64          | 64         | 64        |   |
| PT Secretary   err   Schnidt   | W-64     | Secretary, Karen Shewchuk       | -    | _       | _       | _      | 64                  | 64       | 64          | 64         | 64        |   |
| Data Enry, Store Sudeith   | W-64     | PT Secretary, Jerri Schmidt     | _    | _       | _       | _      | 64                  | 64       | 64          | 64         | 64        |   |
| Future Circle Analyst  | W-64     |                                 | -    | _       | _       | _      | 64                  | 64       | 64          | 64         | 64        | needs acoustical privacy                  |
| Figure Clerical  | 0-120    |                                 | ,    | _       | _       | _      | 120                 | 1        | 120         | 120        | 120       |   |
| Crime Prevention. Laura Yaughn         I <th< td=""><td>W-64</td><td>Future Clerical</td><td>-</td><td>'</td><td>2</td><td>2</td><td>64</td><td>ı</td><td>•</td><td>128</td><td>128</td><td></td></th<>  | W-64     | Future Clerical                 | -    | '       | 2       | 2      | 64                  | ı        | •           | 128        | 128       |   |
| Drug Task Force, Andy Gubash   1   1   1   1   1   1   1   1   1   | 0-120    |                                 | -    | _       | _       | _      | 120                 | 120      | 120         | 120        | 120       |   |
| Subtotal, Personnel Spaces   8   9   11   11   11   11   11   11   |          | Drug Task Force, Andy Gubash    | _    | _       | _       | _      | •                   | •        |             |            | •         | needs a locker, no workspace              |
| Subtotal, Personnel Spaces   8 9   11   11   11   19   19   19   1   |          |                                 |      |         |         |        |                     |          |             |            |           |   |
| Departmental Spaces         Departmental Spaces         Beauty Public Counter         Counter         Company Mail         Conference Road   |          | Subtotal, Personnel Spaces      | 8    | 6       | =       | =      |                     | 592      | 712         | 840        | 840       |   |
| Departmental Spaces         Public Counter         68         69   |          |                                 |      |         |         |        |                     |          |             |            |           |   |
| Public Counter   |          | Departmental Spaces             |      |         |         | •      | ,                   | ,        | ;           | ,          | ,         |   |
| Central File/Records Room         I <td>A-68</td> <td>Public Counter</td> <td>_</td> <td>_</td> <td>_</td> <td>_</td> <td>89</td> <td>89</td> <td>89</td> <td>89</td> <td>89</td> <td></td>  | A-68     | Public Counter                  | _    | _       | _       | _      | 89                  | 89       | 89          | 89         | 89        |   |
| Copy/Work room         1   | R-162    |                                 | -    | _       | _       | _      | 162                 | 162      | 162         | 162        | 162       |   |
| Conference Room         I  | R-120    |                                 | -    | _       | _       | _      | 120                 | 120      | 120         | 120        | 120       |   |
| Coffee / Coats         I   |          | Conference Room                 | -    | _       | _       | _      | 1                   | ı        | •           |            | •         |   |
| Mail   | A-80     | Coffee / Coats                  | -    | _       | _       | _      | 80                  | 80       | 80          | 80         | 80        |   |
| Storage         Archive Storage         1  |          |                                 | -    | _       | _       | _      | ı                   | 1        | 1           | 1          | •         |   |
| Archive Storage  | R-100    |                                 | -    | _       | _       | _      | 00                  | 001      | 00          | 001        | 00        |   |
| S: 16 17 19 19 19 1,698 1,818 1,946    ESF 25% 2,264 2,424 2,595    SE 35  | R-320    |                                 | _    | _       | _       | _      | 576                 | 276      | 576         | 576        | 576       | qtfy basement space-not accessed much     |
| 16     17     19     19       16     1,698     1,818     1,946       15     566     606     649       2,264     2,424     2,595  |          | Subtotal, Departmental Spaces   | 8    | 8       | 8       | 8      |                     | 1,106    | 1,106       | 1,106      | 1,106     |   |
| 1,698 1,818 1,946<br>25% 566 606 649<br>2,264 2,424 2,595  |          | TOTAL SPACES:                   | 91   | 17      | 61      | 61     |                     |          |             |            |           |   |
| 25% 566 606 649<br>2,264 2,424 2,595   |          | Total Net SF                    |      |         |         |        |                     | 1,698    | 1,818       | 1,946      | 1,946     |   |
| 2,264 2,424 2,595  | _        | Efficiency Factor               |      |         |         |        | 72%                 | 299      | 909         | 649        | 649       |   |
| (2.364) (2.474) (2.595)  | _        | TOTAL PROPOSED USABLE S         | iř.  |         |         |        |                     | 2,264    | 2,424       | 2,595      | 2,595     |   |
| (2.264) (2.424) (2.595)  |          | TOTAL EXISTING USABLE SF        |      |         |         |        |                     |          |             |            |           |   |
| (1,1,1,1) (1,1,1,1)  |          | DIFFERENCE                      |      |         |         |        |                     | (2,264)  | (2,424)     | (2,595)    | (2,595)   | (   |

222 North Second Street **2**E 912 AREA REQUIRED Interior Design © 2005 BKV Group Inc Architecture **Engineering** COMMISSION NO. Facsimile: **3oarman** PRIVATE OFFICE **SPACE TYPE** ROJECT TITLE Vogel Group Kroos POLICE ADMINISTRATION **DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY HIGH / WEDIUM PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX 18,-0. FILE LAT 냄 BBF SCALE: 1/4"=1'-0"

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com Minneapolis, MN 55401

SHEET TITLE

912-0

Q:/1848-01/pro/Space Standards/PD-administration/O-OFFICE-216.DWG, 6/15/2011 4:50:31 PM, aeldridge,

www.bkvgroup.com 222 North Second Street **2**E 120 nterior Design Architecture **Engineering** COMMISSION NO. Facsimile: **3oarman** PRIVATE OFFICE ROJECT TITLE Vogel Group Kroos POLICE ADMINISTRATION HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR DRY ERASE MARKER BOARD QTY EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX 

15,-0,



Telephone: 612.339.3752 Facsimile: 612.339.6212 Minneapolis, MN 55401

0-120 SHEET TITLE AREA REQUIRED **SPACE TYPE DEPARTMENT** 

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ACCOUSTICAL PRIVACY NEEDS:

HIGH / MEDIUM / LOW

VISUAL PRIVACY NEEDS:

SCALE: 1/4"=1'-0"

HIGH / WEDIUM

#### PROGRAMMING FORM INDIVIDUAL WORKSPACE

Interior Design Architecture

Engineering

SHARED WORKSPACE

PRIVATE OFFICE

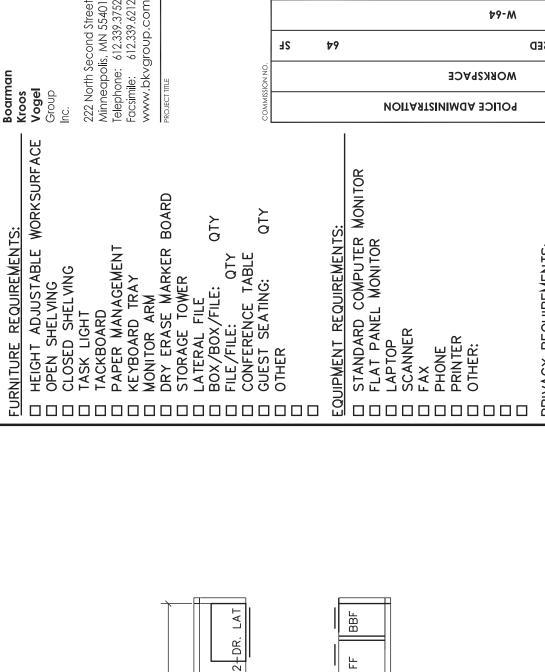
WORKSTATION

WORKSPACE TYPE:

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com ₽9-M SHEET TITLE 2E 79 **AREA REQUIRED** © 2005 BKV Group COMMISSION NO **SPACE TYPE MORKSPACE** PROJECT TITLE POLICE ADMINISTRATION **DEPARTMENT** STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY QT VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: \ \ \ \ \ \ HIGH / MEDIUM / LOW FLAT PANEL MONITOR PAPER MANAGEMENT PRIVACY REQUIREMENTS: QTY CONFERENCE TABLE KEYBOARD TRAY STORAGE TOWER HIGH / MEDIUM GUEST SEATING: BOX/BOX/FILE: MONITOR ARM -ATERAL FILE FILE /FILE: SCANNER **PRINTER** APTOP PHONE OTHER FAX 

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8,-0.

SCALE: 1/4"=1'-0"

Adobe PDF, 1.1 03972

222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 89 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO Facsimile: **3oarman** PUBLIC SERVICE COUNTER **SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT** POLICE ADMINISTRATION S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: WISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW **REFRIGERATOR: DISHWASHER** PROJECTOR: MAILBOXES MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX SECURITY WINDOW SIDE SIDE 8'-0" **PUBLIC** STAFF SCALE: 1/4"=1'-0" .9-.8

@:/1848-01/pro/Space Standards/PD-administration/A-68 SEVICE COUNTER.dwg, 6/15/2011 4:48:58 PM, aeldridge,



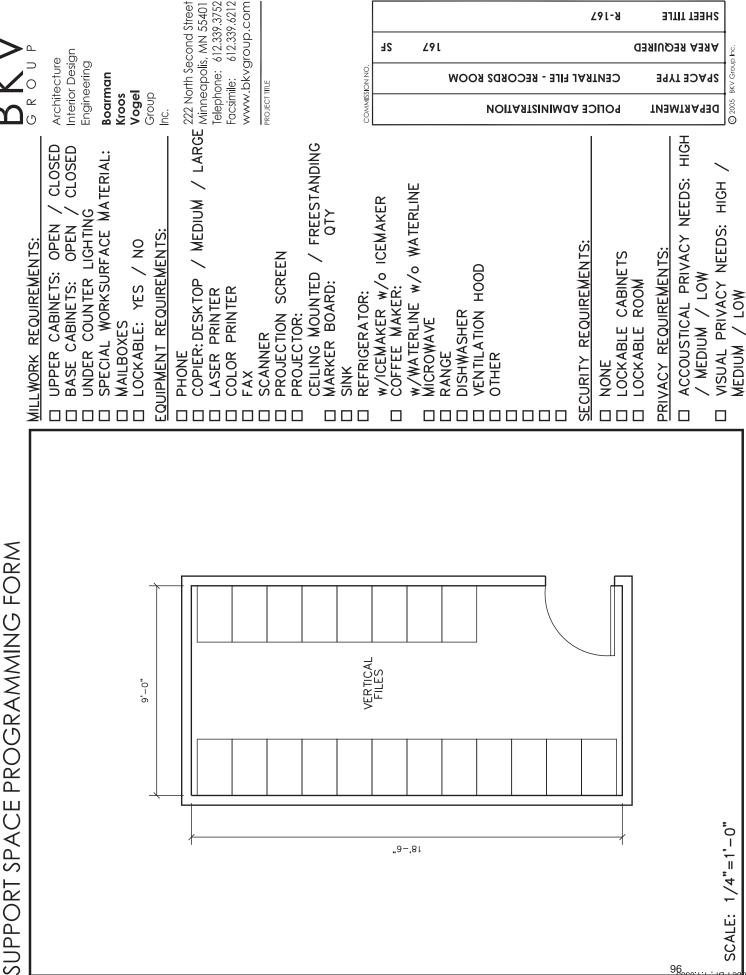
Telephone: 612.339.3752

612.339.6212 www.bkvgroup.com

**2**E

89-A

SHEET TITLE



Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com

SHEET TITLE

**K-167** 

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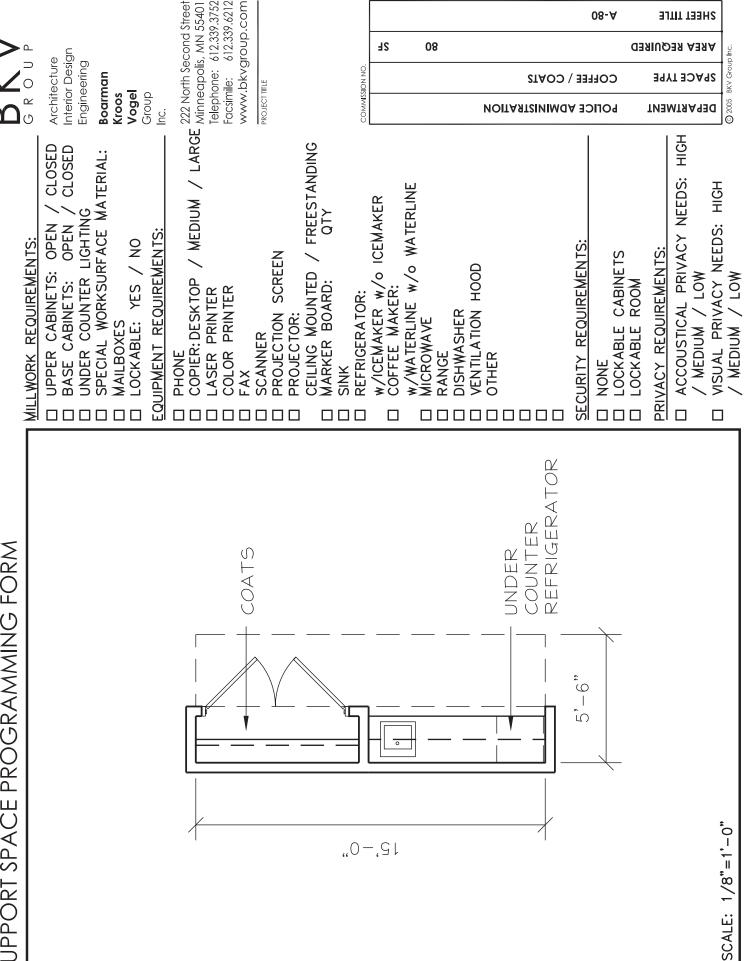
| _        | 8, A 8, A 612   |  | 33  |  |                | <u> </u>   |            | ੂ ਰ<br>ਜ             |
|----------|---|--|---|--|----------------|--|------------|----------------------|
|          | Architecture Interior Design Engineering Boarman Kroos Vogel Group Inc. 222 North Seco Minneapolis, N Telephone: 612 Facsimile: 612 www.bkvgro  | CZ<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z<br>Z |   | BAGE   | IOTS YJ99US\MC |  | SPACE TYPE | © 2005 BKV Group Inc |
| <b>)</b> | Archite Interior Boarm Kroos Vogel Group Inc. 222 Nor Minnec Telepho Facsimil   | C  |   |  | NOITARTION     | POLICE A   | DEPARTMENT | © 200                |
|          | MILLWORK REQUIREMENTS:  UPPER CABINETS: OPEN / CLOSED Architecture  BASE CABINETS: OPEN / CLOSED Interior Design  UNDER COUNTER LIGHTING Engineering  SPECIAL WORKSURFACE MATERIAL: Boarman Kroos  MAILBOXES  UCCKABLE: YES / NO  EQUIPMENT REQUIREMENTS:  DHONE  COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, A relephone: 612  COLOR PRINTER  COLOR PRINTER  SCANNER  SCANNER  SCANNER  PROJECTION SCREEN  PROJECTOR: CELLING MOUNTED / FREESTANDING  MADILED BOARD. | BOARD.<br>SATOR:   | w/ICEMAKER w/o ICEMAKER  COFFEE MAKER:  w/WATERLINE w/o WATERLINE | ☐ MICROWAVE<br>☐ RANGE<br>☐ DISHWASHER<br>☐ VENTILATION HOOD | OTHER          | SECURITY REQUIREMENTS:  NONE  LOCKABLE CABINETS  LOCKABLE ROOM |            | MEDIUM / LOW         |
|          | 10-0-   |  |   |  | COPIER         |  |            |                      |
|          |   |  | "O-";   | 71   |                |  |            | SCALE: 1/4"=1'-0"    |

ond Street MN 55401 2.339.3752 2.339.6212 oup.com

R-120 SHEET TITLE 0Z L AKEA KEGUIKED

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Interior Design Engineering

612.339.6212 Telephone: 612.339.3752

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08

**2**E

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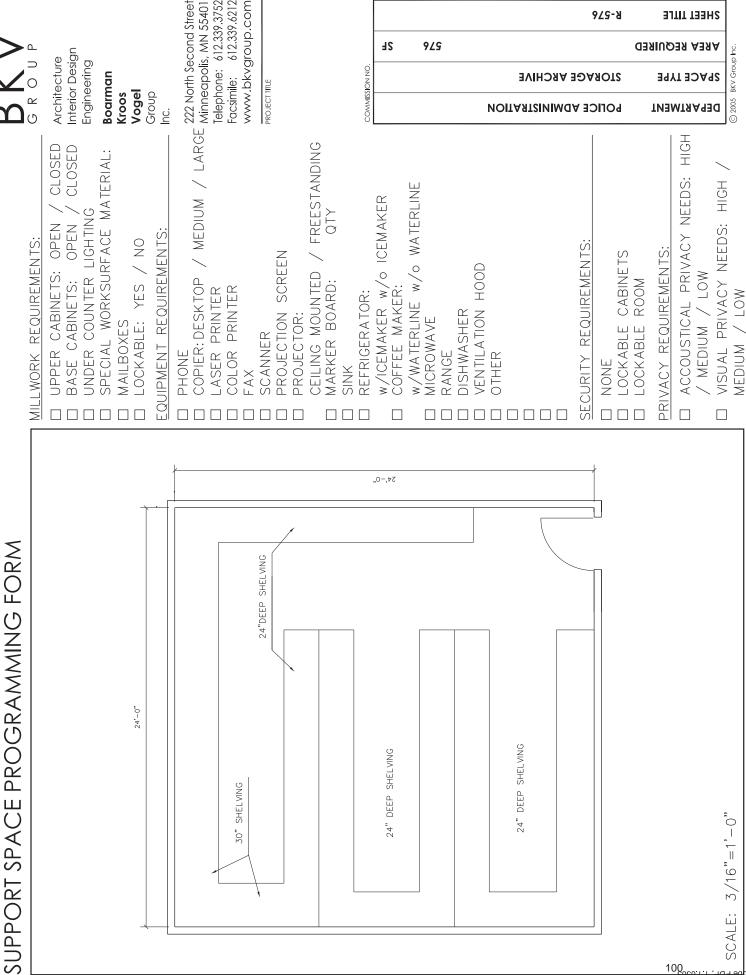
08-A

AREA REQUIRED

SHEET TITLE

| GROUP                    | Architecture Interior Design Engineering Boarman Kroos Vogel Group Inc. 222 North Second Street Minneapolis, MN 55401 Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com | COMMISSION NO.   | 42                      | 001  | NOIT                                   | A9TZINIMDA<br>3: | DA9OT2  | EPARTMENT PACE TYPE REA REQUIRE | S BKV Group Inc.                            |
|--------------------------|--|--|-------------------------|------|--|------------------|---|---------------------------------|---|
| J MIII WORK RFOURTMENTS: | N / CLOSED N / CLOSED ING E MATERIAL: C:   | D PROJECTOR: CEILING MOUNTED / FREESTANDING MARKER BOARD: SINK ERFRIGERATOR: | W/ICEMAKER W/O ICEMAKER |      | ☐ DISHWASHER☐ VENTILATION HOOD☐ OTHER☐ |                  | SECURITY REQUIREMENTS:  UNONE  LOCKABLE CABINETS  LOCKABLE ROOM |                                 | ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW |
|                          | 10,-0"   | 18" DEEP SHELVING  | 0                       | -,01 |  |                  |   |                                 | 1,-0,,                                      |

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Interior Design Architecture **Engineering** 

222 North Second Street

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com

COMMISSION NO.

8-576 SHEET TITLE **2**E 929 AREA REQUIRED

Q:/1848-01/pro/Space Standards/PD-administration/A-STORAGE-320.dwg, 7/15/2011 11:01:19 AM, aeldridge,

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| City of   | City of West St. Paul, MN                  |      |          | SPACE        | ANALY  | SPACE ANALYSIS FORM |          |                      |            |           | SUMMARY TOTALS                            |
|-----------|--|------|----------|--------------|--------|---------------------|----------|----------------------|------------|-----------|---|
| Program   | n  |      |          |              |        |                     |          |                      |            |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| SPACE NEE | SPACE NEEDS PROGRAM                        |      |          |              |        |                     |          |                      |            |           | COMM.# 1848.01<br>BKY GROUP               |
| SPACE     | DEPARTMENT:                                |      | TOTAL PE | PERSONNEL    |        | PROG.               |          | USABLE AREA REQUIRED | A REQUIRED |           |   |
| SHEET     |  |      | SPACES   | SPACES REQ'D |        | R                   | 2011     | 5-YR.                | 10-YR.     | I5-YR.    | СОММЕЛТЅ                                  |
| CODE      | PATROL                                     | 2011 | 5-YR.    | 10-YR.       | I5-YR. | LIND                | PROPOSED | PROJECTED            | PROJECTED  | PROJECTED |   |
|           |  |      |          |              |        |                     |          |                      |            |           |   |
|           | Personnel Spaces                           |      |          |              |        |                     |          |                      |            |           |   |
| 891-0     | Operational Lt., Brian Sturgeon            | =    | _        | _            | -      | 891                 | 891      | 891                  | 891        | 891       |   |
|           | Patrol Sgt, Brent Nagel                    | -    | _        | _            | -      |                     |          |                      |            |           |   |
|           | Patrol Sgt, Tom Fangel                     | -    | _        | _            | _      | 1                   | 1        |                      | •          |           |   |
|           | Patrol Sgt, John Hinderscheid              | -    | _        | _            | _      |                     |          |                      |            |           |   |
|           | Patrol Sgt, Dan Weber                      | _    | _        | _            | _      |                     |          | •                    | •          |           |   |
|           | Future Sgt                                 |      |          | _            | _      | •                   |          |                      | •          |           |   |
|           | Patrol Officer, Greg Altman                | -    | _        | _            | _      |                     | ,        | •                    | •          |           |   |
|           | Patrol Officer, Tom Braucks                | -    | _        | _            | _      | 1                   | ,        | •                    | •          |           |   |
|           | Patrol Officer, Dan Cook                   | -    | _        | _            | _      |                     |          |                      |            |           |   |
|           | Patrol Officer/K-9, Carl Elam              | _    | _        | _            | _      |                     |          | •                    | •          |           |   |
|           | Patrol Officer/MAAg, Jon Forsberg          | -    | _        | _            | _      |                     | •        |                      | •          |           |   |
|           | Patrol Officer, John Casey                 | -    | _        | _            | _      | 1                   |          | •                    | ,          |           |   |
|           | Patrol Officer, Jose Marrero               | -    | _        | _            | _      | •                   | •        |                      | •          |           |   |
|           | Patrol Officer/Traffic, Sean Melville      | -    | _        | _            | _      |                     |          |                      |            |           |   |
|           | Patrol Officer/Parks, Matt Muellner        | -    | _        | _            | _      | •                   |          |                      | •          |           |   |
|           | Patrol Officer, Christina Muellner         | _    | _        | _            | _      | •                   | 1        |                      | •          |           | Computer Forensics Specialist             |
|           | Patrol Officer, Kevin O'Neill              | -    | _        | _            | _      | •                   | 1        | •                    | •          |           |   |
|           | Patrol Officer, John Reynolds              | -    | _        | _            | _      | •                   | ,        |                      | •          | •         |   |
|           | Patrol Officer/MAAG, Jose Rueda            | -    | _        | _            | _      | •                   | 1        | •                    | •          | •         |   |
|           | Patrol Officer, Joe Sass                   | _    | _        | _            | _      | •                   | 1        | •                    | •          | •         |   |
|           | Patorl Officer, Tim Sewald                 | -    | _        | _            | _      | •                   | ,        | •                    | •          |           |   |
|           | Patrol Officer, Curt Walter                | _    | _        | _            | _      | •                   | 1        | •                    | •          |           |   |
|           | Patrol Officer, Phil Windschitl            | -    | _        | _            | _      | •                   | •        |                      | •          |           |   |
|           | Future Patrol Officers                     | ,    |          | 2            | 2      | 1                   | ,        | •                    | •          |           |   |
|           | Community Service Officer, Margaret Schult | _    | _        | _            | _      | 64                  | 64       | 64                   | 64         | 64        | See Reserves/Comm Serv Room               |
|           | Police Reserves                            | -    | _        | _            | _      | •                   | ,        | •                    | •          |           | See Reserves/Comm Serv Room               |
|           | Chaplins                                   |      |          | _            | -      | •                   | •        |                      | •          | •         |   |
|           | Subtotal, Personnel Spaces                 | 25   | 25       | 28           | 28     |                     | 232      | 232                  | 232        | 232       |   |
|           |  |      |          |              |        |                     |          |                      |            |           |   |
|           |  | -    | _        | _            | _      | _                   | _        | -                    | _          |           | _   |

| City of   | City of West St. Paul, MN                |      |                 | SPACE  | ANAL   | SPACE ANALYSIS FORM |          |                      |            |           | SUMMARY TOTALS                            |
|-----------|--|------|-----------------|--------|--------|---------------------|----------|----------------------|------------|-----------|---|
| Program   | u  |      |                 |        |        |                     |          |                      |            |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| SPACE NEE | SPACE NEEDS PROGRAM                      |      |                 |        |        |                     |          |                      |            |           | COMM.#: 1848.01<br>BKV GROUP              |
| SPACE     | DEPARTMENT:                              |      | TOTAL PERSONNEL | SONNEL |        | PROG.               |          | USABLE AREA REQUIRED | N REQUIRED |           |   |
| SHEET     |  |      | SPACES REQ'D    | REQ'D  |        | SF                  | 2011     | 5-YR.                | 10-YR.     | I5-YR.    | COMMENTS                                  |
| CODE      | PATROL                                   | 2011 | 5-YR.           | 10-YR. | I5-YR. | LINU                | PROPOSED | PROJECTED            | PROJECTED  | PROJECTED |   |
|           |  |      |                 |        |        |                     |          |                      |            |           |   |
|           |  |      |                 |        |        |                     |          |                      |            |           |   |
|           | Departmental Spaces                      |      |                 |        |        |                     |          |                      |            |           |   |
| R-384     | Shared Sgts Office                       | -    | -               | -      | _      | 384                 | 384      | 384                  | 384        | 384       | 384 one large shared room preferred       |
| R-432     | Squad Room                               | -    | _               | _      | _      | 432                 | 432      | 432                  | 432        | 432       | conf set up 8-10- include officer mailbo  |
| W-36      |  | 9    | 9               | 9      | 9      | 36                  | 216      | 216                  | 216        | 216       |   |
| A-90      | Duty Bag Storage/Patrol Supply area      | -    | _               | -      | _      | 06                  | 06       | 06                   | 06         | 06        | locate adjacent to garage                 |
| A-150     | Central File Area/Officer Storage        | _    | _               | _      | _      | 150                 | 150      | 150                  | 150        | 150       | 150 (1) FF per officer                    |
| R-288     | Reserves Room/Community Service voluntee | _    | _               | _      | _      | 288                 | 288      | 288                  | 288        | 288       | 288 shared office space-4 pc stations     |
| R-80      | Reserves Storage Room                    | -    | -               | _      | _      | 80                  | 80       | 80                   | 80         | 80        | 80 uniform storage                        |
|           |  |      |                 |        |        |                     |          |                      |            |           |   |
|           | Subtotal, Departmental Spaces            | 12   | 12              | 12     | 12     |                     | 1,640    | 1,640                | 1,640      | 1,640     |   |
|           | TOTAL SPACES:                            | 37   | 37              | 40     | 40     |                     |          |                      |            |           |   |
|           | Total Net SF                             |      |                 |        |        |                     | 1,872    | 1,872                | 1,872      | 1,872     |   |
|           | Efficiency Factor                        |      |                 |        |        | 72%                 | 624      | 624                  | 624        | 624       |   |
|           | TOTAL PROPOSED USABLE SF                 | L    |                 |        |        |                     | 2,496    | 2,496                | 2,496      | 2,496     |   |
|           | <b>TOTAL EXISTING USABLE SF</b>          |      |                 |        |        |                     |          |                      |            |           |   |
|           | DIFFERENCE                               |      |                 |        |        |                     | (2,496)  | (2,496)              | (2,496)    | (2,496)   |   |
|           |  |      |                 |        |        |                     |          |                      |            |           |   |

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 **3**E 89 L AREA REQUIRED (c) 2005 BKV Group Inc. nterior Design Architecture **Engineering** COMMISSION NO. Soarman PRIVATE OFFICE **SPACE TYPE** ROJECT TITLE Voge Group Kroos **DEPARTMENT JOSTA9** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: ORY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: MO7 / FURNITURE REQUIREMENTS: FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING KEYBOARD TRAY STORAGE TOWER HIGH / MEDIUM HIGH / MEDIUM OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM -ATERAL FILE WORKSTATION TASK LIGHT TACKBOARD FILE /FILE: SCANNER PRINTER LAPTOP PHONE OTHER: FAX INDIVIDUAL WORKSPACE PROGRAMMING FORM 2 DRAWER 4 DRAWER LAT FILE LAT FILE DRAWER 2 DRAWER Lat file BBF SCALE: 1/4"=1'-0" 15,-0,,

SHEET TITLE

891-O

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PROGRAMMING FORM INDIVIDUAL WORKSPACE

ORY ERASE MARKER BOARD FURNITURE REQUIREMENTS: FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT CONFERENCE TABLE CLOSED SHELVING KEYBOARD TRAY STORAGE TOWER OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: MONITOR ARM -ATERAL FILE WORKSTATION TASK LIGHT TACKBOARD FILE /FILE: SCANNER PRINTER LAPTOP PHONE OTHER: FAX BULLETIN BOARD LAT. FILE MARKER BOARD/SCREEN 24'-0" PRINTER LAT. FILE LAT. FILE BULLETIN BOARD .0-,91

WORKSPACE TYPE:

nterior Design Architecture

**Engineering** 

Soarman

Vogel Group

Kroos

HEIGHT ADJUSTABLE WORKSURFACE

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com

ROJECT TITLE

222 North Second Street Minneapolis, MN 55401

EQUIPMENT REQUIREMENTS:

QTY

STANDARD COMPUTER MONITOR

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PRIVACY REQUIREMENTS:

ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM

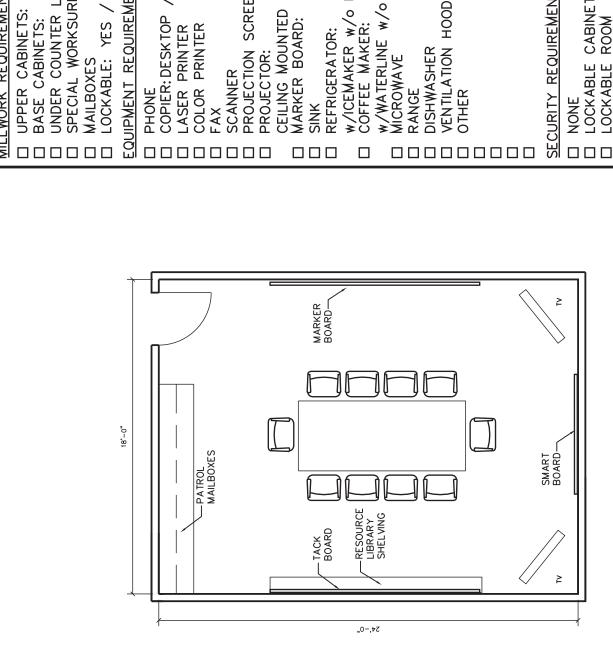
VISUAL PRIVACY NEEDS: HIGH / MEDIUM

SCALE:

1648.01 D-384 SHEET TITLE **2**E 384 AREA REQUIRED COMMISSION NO. SHARED SERGEANTS OFFICE **SPACE TYPE JOSTA9 DEPARTMENT** 

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### PROGRAMMING FORM SPACE SUPPORT



MILLWORK REQUIREMENTS:

CLOSED CLOSED OPEN OPEN UPPER CABINETS: BASE CABINETS:

nterior Design

Engineering

**3oarman** 

Vogel Group

nc.

Kroos

Architecture

UNDER COUNTER LIGHTIN

SPECIAL WORKSURFACE MATERIAL:

LOCKABLE: YES / NO

<u>EQUIPMENT REQUIREMENTS:</u>

COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401

LASER PRINTER

COLOR PRINTER

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Facsimile:

ROJECT TITLE

222 North Second Street

SCANNER

PROJECTION SCREEN

' FREESTANDING CEILING MOUNTED PROJECTOR:

**REFRIGERATOR:** 

W/ICEMAKER W/O ICEMAKER COFFEE MAKER:

W/WATERLINE W/O WATERLINE MICROWAVE

RANGE

**DISHWASHER** 

OTHER

SECURITY REQUIREMENTS:

LOCKABLE CABINETS

PRIVACY REQUIREMENTS:

ACCOUSTICAL PRIVACY NEEDS: / MEDIUM / LOW HGH

**WISUAL PRIVACY NEEDS:** \ LOW HIGH / MEDIUM

1648.01 R-432 SHEET TITLE **2**E 435 AREA REQUIRED COMMISSION NO. SQUAD ROOM **SPACE TYPE DEPARTMENT JOSTA9** 

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SCALE: 3/16"=1'-0"

# INDIVIDUAL WORKSPACE PROGRAMMING FORM

|                 |   |                         |   |                 |  |  |               |           |            | _                                       |       |   |                         |   |                |                 |         |        |        |    |                       |   |                         |
|-----------------|---|-------------------------|---|-----------------|--|--|---------------|-----------|------------|---|-------|---|-------------------------|---|----------------|-----------------|---------|--------|--------|----|-----------------------|---|-------------------------|
|                 |   |                         |   | -               | 222 North Second Street<br>Minneapolis, MN 55401 | Telephone: 612.339.3752<br>Facsimile: 612.339.6212 |               |           |            | 1648.01                                 |       |   |                         |   |                |                 |         |        | 9E-W   |    |                       | 31717 73  | SHE                     |
| <u> </u>        | ign   |                         |   | -               | s, MN  | 612.33<br>612.33                                   | 200           |           |            |   | SF    | ( | 98                      |   |                |                 |         |        |        | ΕD | חוצו                  | EA REQ  | ΙЯΑ                     |
| ⊃<br>O          | Architecture<br>Interior Design<br>Engineering  | nan .                   | • <del>•</del> •                                | =               | orth Se<br>eapoli                                | Felephone: Facsimile:                              | 2<br>2.   畳   |           |            | COMMISSION NO.                          |       |   |                         | ı   | NOIT           | AT2             | ЭИІТ    | . MBI  | КЕРОКІ |    | 3                     | CE TYP  | 448                     |
| Ю<br>В          | Archil<br>Interic<br>Engin                      | Boarman                 | Vogel<br>Group                                  | <u>nc.</u>      | 222 N<br>Minne                                   | Telephone Facsimile:                               | PROJECT TITLE |           |            | COMMIS                                  |       |   |                         |   |                |                 |         |        | ЮЯТАЯ  |    | ΙN                    | ARTME   | DEL                     |
| WORKSPACE TYPE: | ☐ PRIVATE OFFICE☐ WORKSTATION☐ SHARED WORKSPACE | FURNITURE REQUIREMENTS: | ☐ HEIGHT ADJUSTABLE WORKSURFACE ☐ OPEN SHELVING | CLOSED SHELVING | TACKBOARD  |  | L MONIOR ARM  | AGE TOWER | /BOX/FILE: | ☐ CONFERENCE TABLE ☐ GUEST SEATING: QTY | OTHER |   | EQUIPMENT REQUIREMENTS: | ☐ STANDARD COMPUTER MONITOR☐ FLAT PANEL MONITOR | LAPTOP COANNED | □ SCANNER □ FAX | D PHONE | OTHER: |        |    | PRIVACY REQUIREMENTS: | ☐ ACCOUSTICAL PRIVACY NEEDS:<br>HIGH / MEDIUM / LOW | □ VISIIAI PRIVACY NFFDS |

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SCALE: 1/4"=1'-0"

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VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

| >                      | Architecture Interior Design Engineering Boarman Kroos Vogel Group Inc. 222 North Second Street Minneapolis, MN 55401 Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com PROJECT TITLE  | 75         06         AREA REQUIRED         90         3F           09-8         3F   |
|------------------------|---|--|
|                        | Architecture Interior Design Engineering Boarman Kroos Vogel Group Inc. 222 North Seco Minneapolis, M Telephone: 612 Facsimile: 612 www.bkvgro  | DEPARTMENT PATROL  OSC STATE DUTY BAG STORAGE  OF STATE REQUIRED  OSC STATE STORAGE  OSC  |
| <b>D</b> (             |   | © DEPARTMENT PATROL  |
|                        | MILLWORK REQUIREMENTS:  UPPER CABINETS: OPEN / CLOSED  BASE CABINETS: OPEN / CLOSED  UNDER COUNTER LIGHTING  SPECIAL WORKSURFACE MATERIAL:  MAILBOXES  LOCKABLE: YES / NO  EQUIPMENT REQUIREMENTS:  COPIER: DESKTOP / MEDIUM / LARGE  LASER PRINTER  COLOR PRINTER  SCANNER  SCANNER  PROJECTION SCREEN  PROJECTOR:  CEILING MOUNTED / FREESTANDING  MARKER BOARD:  SINK  REFRIGERATOR: | W/ICEMAKER W/O ICEMAKER  COFFEE MAKER: W/WATERLINE W/O WATERLINE MICROWAVE  NANGE DISHWASHER VENTILATION HOOD COTHER COTHER COTHER COTHER COTHER COCKABLE CABINETS COCKABLE ROOM COCKABL |
| SPACE PROGRAMMING FORM | 18-0"   | CORRIDOR TO SOUAD GARAGE SOUAD  |
| PPORT S                |   |  |
| SUF                    |   | Side 8-01/pro/Space Standards/PD-Patrol/A-90 PUTY BAG STORdwg, 6/16/2011 8:42:31 AM, seldrif   |

## SPACE

222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 AREA REQUIRED © 2005 BKV Group Inc Architecture Engineering COMMISSION NO -acsimile: **3oarman** PATROL OFFICER FILE STORAGE SPACE TYPE ROJECT TITLE Vogel Group Kroos **JOSTA9 DEPARTMENT** nc. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> \ LOW / MEDIUM / LOW LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: PRIVACY REQUIREMENTS: LOCKABLE CABINETS PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED LOCKABLE ROOM BASE CABINETS: HIGH / MEDIUM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER HGH NONE SINK FAX 1 PER PATROL, OFFICER PROGRAMMING FORM COMMON WORKTOP **MOBILE FILE** FILE BOX OVER FILES 15'-0"SCALE: 1/4"=1'-0" SUPPORT 10,-01



nterior Design

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com

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SHEET TITLE

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# INDIVIDUAL WORKSPACE PROGRAMMING FORM

222 North Second Street Architecture COMMISSION NO. Soarman *KEZEKNEZ KOOW* ROJECT TITLE Vogel Group Kroos **JOSTA9 DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR PAPER MANAGEMENT SHARED WORKSPACE PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM **WORKSTATION** TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX LAT, FILE LAT. FILE

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nterior Design **Engineering** 

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MARKER BOARD

LAT. FILE

20,-0"

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**2**E

320

0-320 SHEET TITLE AREA REQUIRED **SPACE TYPE** 

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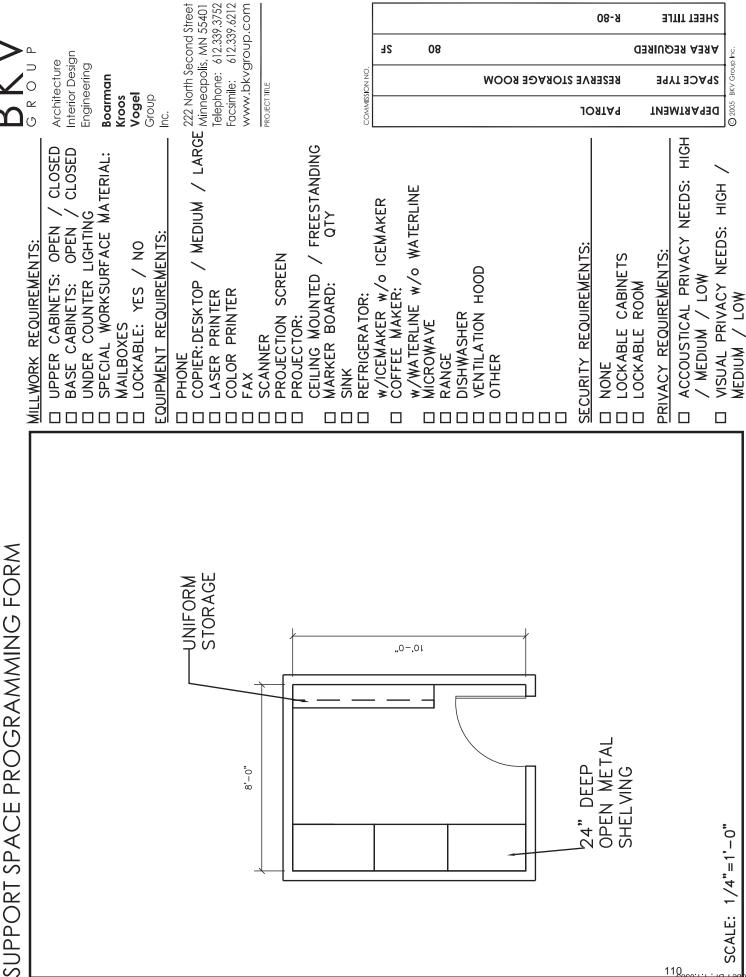
VISUAL PRIVACY NEEDS:

HIGH / MEDIUM

SCALE: 3/16"=1'-0"

PRINTER

LAT, FILE



08-A SHEET TITLE

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www.bkvgroup.com

| City of  | City of West St. Paul, MN      |      |                 | SPACE        | : ANAL | SPACE ANALYSIS FORM |          |                      |            |           | SUMMARY TOTALS                            |
|----------|--------------------------------|------|-----------------|--------------|--------|---------------------|----------|----------------------|------------|-----------|---|
| Program  | a.                             |      |                 |              |        |                     |          |                      |            |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| SPACE NE | SPACE NEEDS PROGRAM            |      |                 |              |        |                     |          |                      |            |           | COMM.#: 1848.01<br>BKV GROUP              |
| SPACE    | DEPARTMENT:                    |      | TOTAL PERSONNEL | RSONNE       |        | PROG.               |          | USABLE AREA REQUIRED | A REQUIRED |           |   |
| SHEET    |                                |      | SPACES          | SPACES REQ'D |        | SF                  | 2011     | 5-YR.                | 10-YR.     | IS-YR.    | COMMENTS                                  |
| CODE     | POLICE                         | 2011 | 5-YR.           | 10-YR.       | 15-YR. | LINO                | PROPOSED | PROJECTED            | PROJECTED  | PROJECTED |   |
|          | INVESTIGATIONS                 |      |                 |              |        |                     |          |                      |            |           |   |
|          |                                |      |                 |              |        |                     |          |                      |            |           |   |
|          | Personnel Spaces               |      |                 |              |        |                     |          |                      |            |           |   |
| 0-168    | Administrative Lt, Matt Swenke | _    | -               | _            | _      | 891                 | 891      | 891                  | 891        | 891       |   |
| 0-120    | Investigator, Tom Steffen      | _    | -               | _            | -      | 120                 | 120      | 120                  | 120        | 120       |   |
| 0-120    |                                | _    | -               | _            | _      | 120                 | 120      | 120                  | 120        | 120       |   |
| 0-120    | Investigator, Mike Eberlien    | _    | -               | _            | -      | 120                 | 120      | 120                  | 120        | 120       |   |
| 0-120    |                                | -    | _               | _            | _      | 120                 | 120      | 120                  | 120        | 120       |   |
| 0-120    | Future Investigator            | _    | _               | _            | _      | 120                 | 120      | 120                  | 120        | 120       |   |
| W-64     | Support Staff/Clerical         | _    | _               | _            | _      | 64                  | 64       | 64                   | 64         | 64        |   |
|          |                                |      |                 |              |        |                     |          |                      |            |           |   |
|          | Subtotal, Personnel Spaces     | 7    | 7               | 7            | 7      |                     | 832      | 832                  | 832        | 832       |   |
|          |                                |      |                 |              |        |                     |          |                      |            |           |   |
|          | Departmental Spaces            |      |                 |              |        |                     |          |                      |            |           |   |
| R-150    |                                | _    | -               | _            | _      | 150                 | 150      | 150                  | 150        | 150       |   |
|          | Kids Area                      | _    | -               | _            | _      | •                   | •        | •                    | 1          | •         | See Soft Interview Room                   |
|          | Public Conference Room         | _    | _               | _            | _      |                     |          | •                    | •          | •         | See bldg support- with recording          |
| R-80     | Observation/Recording Room     | _    | -               | _            | _      | 80                  | 80       | 80                   | 80         | 80        |   |
| C-280    | Conference Room                | -    | _               | _            | _      | 280                 | 280      | 280                  | 280        | 280       | white board/smart board- 8-12 person      |
| A-64     | copy/printer                   | _    | _               | _            | _      | 64                  | 64       | 64                   | 64         | 64        |   |
|          |                                |      |                 |              |        |                     |          |                      |            |           |   |
|          | Subtotal, Departmental Spaces  | 9    | 9               | 9            | 9      |                     | 574      | 574                  | 574        | 574       |   |
|          | TOTAL SPACES:                  | 13   | 13              | 13           | 13     |                     |          |                      |            |           |   |
|          | Total Net SF                   |      |                 |              |        |                     | 1,406    | 1,406                | 1,406      | 1,406     |   |
|          | Efficiency Factor              |      |                 |              |        | 72%                 | 469      | 469                  | 469        | 469       |   |
|          | TOTAL PROPOSED USABLE SF       | 3F   |                 |              |        |                     | 1,875    | 1,875                | 1,875      | 1,875     |   |
|          | TOTAL EXISTING USABLE SF       |      |                 |              |        |                     |          |                      |            |           |   |
|          | DIFFERENCE                     |      |                 |              |        |                     | (1,875)  | (1,875)              | (1,875)    | (1,875)   |   |
|          |                                |      |                 |              |        |                     |          |                      |            |           |   |

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 **3**E カヤ L AREA REQUIRED Interior Design Architecture **Engineering** COMMISSION NO. **3oarman** PRIVATE OFFICE **SPACE TYPE** ROJECT TITLE Voge Group Kroos **DEPARTMENT** PLOICE INVESTIGATIONS HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: ORY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: FLAT PANEL MONITOR PAPER MANAGEMENT SHARED WORKSPACE PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING KEYBOARD TRAY STORAGE TOWER HIGH / MEDIUM OPEN SHELVING GUEST SEATING: PRIVATE OFFICE BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM -ATERAL FILE WORKSTATION TASK LIGHT TACKBOARD FILE /FILE: SCANNER PRINTER LAPTOP PHONE OTHER: FAX PROGRAMMING FORM 2 DRAWER DRAWER LAT FILE LAT FILE 2 DRAWER INDIVIDUAL WORKSPACE 12'-0"BBF SCALE: 1/4"=1'-0" 15,-0,

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SHEET TITLE

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/ LOW

HIGH / MEDIUM

## PROGRAMMING FORM INDIVIDUAL WORKSPACE

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 0-120 SHEET TITLE **2**E 120 AREA REQUIRED nterior Design Architecture **Engineering** COMMISSION NO. Facsimile: **3oarman SPACE TYPE** PRIVATE OFFICE ROJECT TITLE Vogel Group Kroos **DEPARTMENT** POLICE INVESTIGATIONS HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX 

15,-0,

SCALE: 1/4"=1'-0"

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VISUAL PRIVACY NEEDS:

HIGH / WEDIUM

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# INDIVIDUAL WORKSPACE PROGRAMMING FORM

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street Minneapolis, MN 55401 79-M SHEET TITLE **3**E 79 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture **Engineering** COMMISSION NO. Facsimile: **3oarman MORKSTATION SPACE TYPE** ROJECT TITLE Vogel Group Kroos POLICE INVESTIGATIONS **DEPARTMENT** HEIGHT ADJUSTABLE WORKSURFACE STANDARD COMPUTER MONITOR ACCOUSTICAL PRIVACY NEEDS: DRY ERASE MARKER BOARD QTY VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: FURNITURE REQUIREMENTS: HIGH / MEDIUM / LOW FLAT PANEL MONITOR SHARED WORKSPACE PAPER MANAGEMENT PRIVACY REQUIREMENTS: CONFERENCE TABLE CLOSED SHELVING STORAGE TOWER LATERAL FILE KEYBOARD TRAY HIGH / WEDIUM PRIVATE OFFICE OPEN SHELVING GUEST SEATING: BOX/BOX/FILE: WORKSPACE TYPE: MONITOR ARM WORKSTATION TASK LIGHT **TACKBOARD** FILE /FILE: SCANNER **PRINTER** LAPTOP PHONE OTHER: FAX 

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SCALE: 1/4"=1'-0"

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PROGRAMMING FORM SPACE SUPPORT

COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO. Facsimile: **3oarman SOFT INTERVIEW ROOM SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT** POLICE INVESTIGATIONS S. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> / MEDIUM / LOW \CON LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED BASE CABINETS: HIGH / MEDIUM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: **MICROWAVE** SCANNER RANGE PHONE OTHER HGH NONE SINK FAX KIDS PLAY ROOM SOFT INTERVIEW ROOM 12'-0"SCALE: 1/4"=1'-0"

222 North Second Street

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com

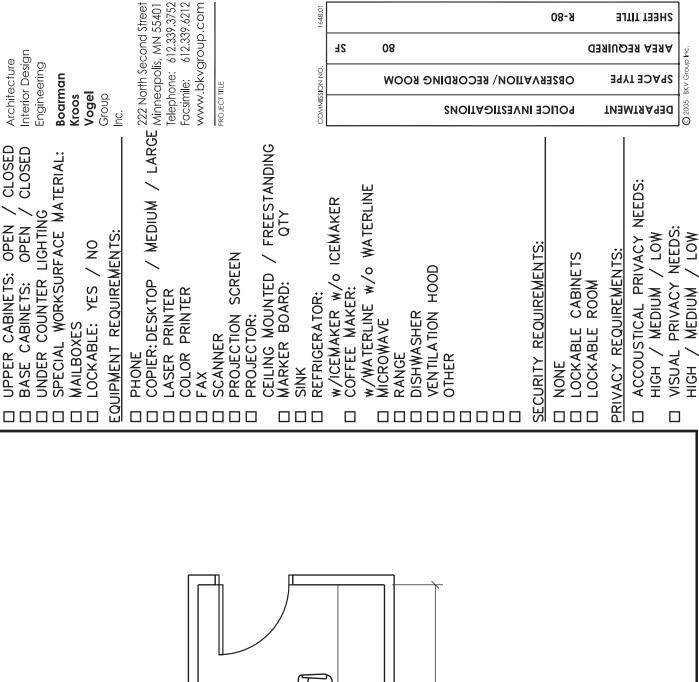
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**K-205** 

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SHEET TITLE

### PROGRAMMING FORM SPACE SUPPORT



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MILLWORK REQUIREMENTS:

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SCALE: 1/4"=1'-0"

10,-0"

222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Alinneapolis, MN 55401 **2**E 280 AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO. Facsimile: **3oarman** CONFERENCE ROOM **SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT** POLICE INVESTIGATIONS S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED UPPER CABINETS: MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX 2 14' - 0"MARKER BOARD SCALE: 1/4"=1'-0" 20,-0"

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com

SHEET TITLE

C-280

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MILLWORK REQUIREMENTS:

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **⊅9-∀** SHEET TITLE **2**E 79 AREA REQUIRED Interior Design Architecture Engineering COMMISSION NO **3oarman** -acsimile: **SPACE TYPE** COPY/WORK AREA ROJECT TITLE Vogel Group Kroos POLICE INVESTIGATIONS **DEPARTMENT** S. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS. W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> \ LOW / MEDIUM / LOW LOCKABLE: YES / NO SECURITY REQUIREMENTS: PRIVACY REQUIREMENTS: LOCKABLE CABINETS PROJECTION SCREEN VENTILATION HOOD UPPER CABINETS: CEILING MOUNTED LOCKABLE ROOM BASE CABINETS: HIGH / MEDIUM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER HGH NONE SINK FAX COUNTER W/ STORAGE ABOVE ≰ OPIER BELOW. 8,-0, MORK SCALE: 1/4"=1'-0" **"**0-,8

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| City of   | City of West St. Paul, MN       |      |                 | SPACE  | ANALY  | SPACE ANALYSIS FORM |          |                      |            |           | SUMMARY TOTALS                            |
|-----------|---------------------------------|------|-----------------|--------|--------|---------------------|----------|----------------------|------------|-----------|---|
| Program   | 2                               |      |                 |        |        |                     |          |                      |            |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| SPACE NEE | SPACE NEEDS PROGRAM             |      |                 |        |        |                     |          |                      |            |           | COMM.#: 1848.01<br>BKV GROUP              |
| SPACE     | DEPARTMENT:                     |      | TOTAL PERSONNEL | SONNEL |        | PROG.               |          | USABLE AREA REQUIRED | A REQUIRED |           |   |
| SHEET     |                                 |      | SPACES REQ'D    | REQ'D  |        | SF                  | 2011     | 5-YR.                | IO-YR.     | IS-YR.    | COMMENTS                                  |
| CODE      | EVIDENCE                        | 2011 | 5-YR.           | 10-YR. | 15-YR. | LIND                | PROPOSED | PROJECTED            | PROJECTED  | PROJECTED |   |
|           |                                 |      |                 |        |        |                     |          |                      |            |           |   |
|           | Personnel Spaces                |      |                 |        |        |                     |          |                      |            |           |   |
|           |                                 |      |                 |        |        |                     |          |                      |            |           |   |
|           | Subtotal, Personnel Spaces      |      |                 | -      |        |                     |          | -                    |            | ,         |   |
|           | Departmental Spaces             |      |                 |        |        |                     |          |                      |            |           |   |
| R-1125    | Evidence/Property Storage       | -    | _               | -      | _      | 1,600               | 1,600    | 1,600                | 1,600      | 1,600     |   |
|           | Vault                           | -    | _               | -      | _      | •                   | •        |                      |            | •         | See Evidence                              |
|           | Processing Lab                  | -    | _               | -      | _      | ,                   | 1        | •                    | •          | 1         | See Evidence                              |
|           | Evidence Clerk Workspace        | -    | _               | -      | _      | •                   | •        | •                    | •          | •         | See Evidence                              |
|           | Vehicle Evidence Storage        | -    | -               | -      | -      |                     | •        |                      |            | •         | See Vehicle Sallyport                     |
| R-252     | Computer Forensics Room         | -    | -               | _      | _      | 252                 | 252      | 252                  | 252        | 252       | located off of evidence processing area   |
|           | Subtotal, Departmental Spaces   | 9    | 9               | 9      | 9      |                     | 1,852    | 1,852                | 1,852      | 1,852     |   |
|           | TOTAL SPACES:                   | 9    | 9               | 9      | 9      |                     |          |                      |            |           |   |
|           | Total Net SF                    |      |                 |        |        |                     | 1,852    | 1,852                | 1,852      | 1,852     |   |
|           | Efficiency Factor               |      |                 |        |        | 72%                 | 219      | 219                  | 219        | 219       |   |
|           | TOTAL PROPOSED USABLE SF        | SF   |                 |        |        |                     | 2,469    | 2,469                | 2,469      | 2,469     |   |
|           | <b>TOTAL EXISTING USABLE SF</b> | F    |                 |        |        |                     |          |                      |            |           |   |
|           | DIFFERENCE                      |      |                 |        |        |                     | (2,469)  | (2,469)              | (2,469)    | (2,469)   |   |
|           |                                 |      |                 |        |        |                     |          |                      |            |           |   |

PROGRAMMING  $\bar{\triangleleft}$ PPOR

222 North Second Street / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 009 L AREA REQUIRED © 2006 BKV Group Inc. Interior Design Architecture Engineering COMMISSION NO. Facsimile: Boarman **EVIDENCE & PROPERTY SPACE TYPE** PROJECT TITLE Vogel Group Kroos **DEPARTMENT ENIDENCE** nc. FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: w/WATERLINE w/o WATERLINE W/ICEMAKER W/O ICEMAKER UNDER COUNTER LIGHTING OPEN OPEN VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: ON / MILLWORK REQUIREMENTS: REQUIREMENTS: PRIVACY REQUIREMENTS: LOCKABLE CABINETS PROJECTION SCREEN VENTILATION HOOD UPPER CABINETS: CEILING MOUNTED COPIER: DESKTOP LOCKABLE: YES LOCKABLE ROOM / MEDIUM BASE CABINETS: MARKER BOARD: COLOR PRINTER ASER PRINTER CÓFFEE MAKER REFRIGERATOR: DISHWASHER PROJECTOR: MÍCROWAVE MAILBOXES SCANNER PHONE RANGE OTHER SECURITY HIGH HIGH NONE SINK FAX FORM -MAIN STORAGE ROOM + SMALL EVDENCE ROOM WITH REFRICERACINE - 600 LINGA. FT OF SHELWING -COLD CASE, ROOM STORAGE - 110 LINEAL FT OF SHELVING 710 TOTAL LINEAL FT EXISTING SHELVING STORAGE CABINE FOR FLAMMABLE ITEMS REVISED EVIDENCE ROOM LAYOUT= 10 SHELVING UNITS X 6 SHELVES HIGH X 24' LONG= 1440 LINEAL FT OF SHELVING PRECIOUS METALS &DRUGS NEAPONS VAULT ENWE HOOD PASS THROUGH HICH DENSITY STORAGE CURRENT SHELVING CALCULATIONS: 27'-0" DRYNG TABLE

-- 90T TSS ABOVE DRYING RACK EVIDENCE GARAGE ACCESS TO WORK STATION STORAGE MEDIA ,,0-,69 REFRIDGERATOR/ FREEZER

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> $\square$ / MEDIUM

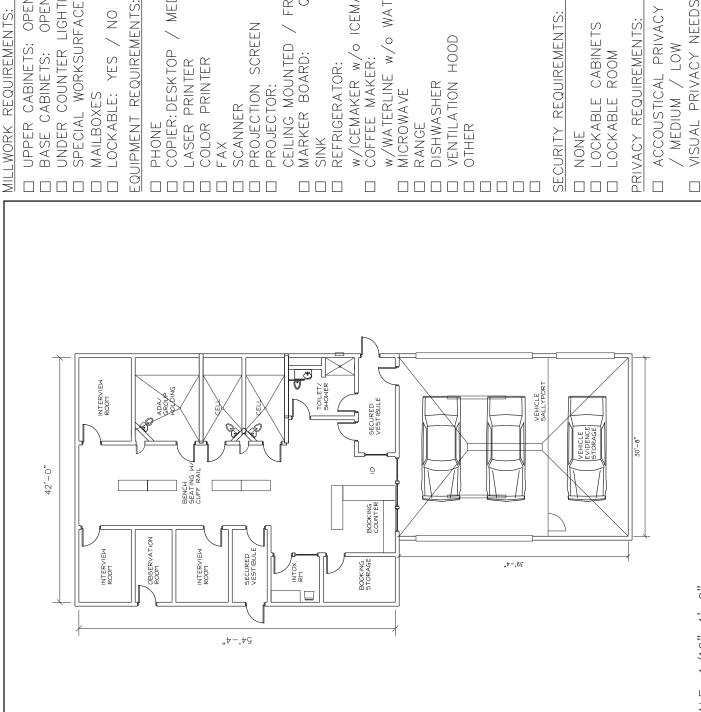
SHEET TITLE

R-1600

SCALE:

612.339.6212 Telephone: 612.339.3752 www.bkvgroup.com / WEDIUM / LARGE Minneapolis, MN 55401 1714.01 SHEET TITLE **K-252 2**E 727 AREA REQUIRED Interior Design BKV Group Inc Architecture Engineering COMMISSION NO. Boarman COMPUTER FORENSICS **SPACE TYPE** Facsimile: PROJECT TITLE Group Vogel Kroos © 2007 **DEPARTMENT ENIDENCE** <u>2</u> ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH **\*/WATERLINE \*/o WATERLINE** W/ICEMAKER W/o ICEMAKER QT≺ UNDER COUNTER LIGHTIN OPEN UPPER CABINETS: OPEN EQUIPMENT REQUIREMENTS: LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED COPIER: DESKTOP MEDIUM / LOW MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER ASER PRINTER COFFEE MAKER: REFRIGERATOR: DISHWASHER PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER NONE SINK FAX TO SECURED EVIDENCE STORAGE SUPPORT SPACE PROGRAMMING FORM **MORKSTATION** SHELVING-BULK STORAGE COMPUTER OPEN METAL DRIVE STORAGE CABINET - HARD FORENSIC 14' - 0"STORAGE 90 PDF: 1.0303,121 90 PDF: 1.0303,121 90 SCALE: 1/4"=1'-0" 18,-0.

| Program   Prog | City of   | City of West St. Paul, MN        |      |           | SPACE  | ANALY  | SPACE ANALYSIS FORM |          |             |            |           | SUMMARY TOTALS                            |
|--|-----------|----------------------------------|------|-----------|--------|--------|---------------------|----------|-------------|------------|-----------|---|
| 1  | Progran   | u                                |      |           |        |        |                     |          |             |            |           | Q:\PROJ\1848.01\pro\1848-01-program-draft |
| POLICE   STATE   POLICE   STATE   PROCESSIONER    | SPACE NEE | EDS PROGRAM                      |      |           |        |        |                     |          |             |            |           | COMM.#: 1848.01<br>BKV GROUP              |
| State   Stat | SPACE     |                                  |      | TOTAL PEF | SONNEL |        | PROG.               |          | USABLE AREA | A REQUIRED |           |   |
| POLICE   POLICE   PROJECTED   PROJECTED  | SHEET     |                                  |      | SPACES    | REQ'D  |        | SF                  | 2011     | 5-YR.       | I0-YR.     | I5-YR.    | COMMENTS                                  |
| Personnel Spaces   Personnel S | CODE      | POLICE                           | 2011 | 5-YR.     | 10-YR. | 15-YR. | LIND                | PROPOSED | PROJECTED   | PROJECTED  | PROJECTED |   |
| Experimental Spaces  |           | DETENTION                        |      |           |        |        |                     |          |             |            |           |   |
| Subtotal, Personnel Spaces   |           |                                  |      |           |        |        |                     |          |             |            |           |   |
| Departmental Spaces  |           | Personnel Spaces                 |      |           |        |        |                     |          |             |            |           |   |
| Departmental Spaces         1  |           |                                  |      |           |        |        |                     |          |             |            |           |   |
| Departmental Spaces         1  |           | Subtotal, Personnel Spaces       | -    | .         |        |        |                     |          |             | •          |           |   |
| Departmental Spaces         Departmental Spaces         Contact Name         Contact Name <th< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<>   |           |                                  |      |           |        |        |                     |          |             |            |           |   |
| Detention Area         1   |           | Departmental Spaces              |      |           |        |        |                     |          |             |            |           |   |
| 1  | R-3438    |                                  | _    | -         | _      | _      | •                   |          |             |            | '         |   |
|  |           | Holding Cells                    | 2    | 2         | 2      | 2      | 94                  | 188      | 188         | 188        | 881       |   |
| oom         3         3         3         4         1  |           | ADA Holding Cell                 | _    | -         | _      | _      | 150                 | 150      | 150         | 150        | 150       |   |
| Harmon   H |           | Hard Interview Room              | 3    | m         | 3      | ж      | 001                 | 300      | 300         | 300        | 300       |   |
| 1   1   1   1   550    |           | Observation Room                 | -    | -         | -      | _      | 80                  | 80       | 80          | 80         | 80        |   |
| 1   1   1   1   50   50   50   50   50   |           | Booking Area                     | -    | _         | -      | _      | 250                 | 250      | 250         | 250        | 250       |   |
| 1   1   1   1   1   1   1   1   1   1  |           | Identification                   | -    | _         | -      | _      | 20                  | 20       | 20          | 20         | 50        |   |
| 1   1   1   1   100    |           | Secure Vestibule                 | 2    | 7         | 2      | 2      | 75                  | 150      | 150         | 150        | 150       |   |
| 1   1   1   1   100    |           | Intoxilizer room                 | -    | -         | -      | _      | 001                 | 001      | 001         | 001        | 001       |   |
| 1   1   1   1   100    |           | Toilet/shower                    | -    | -         | -      | _      | 001                 | 001      | 001         | 001        | 00        |   |
| 1   1   1   1   80   80   80   80   80   |           | Open Seating/Dayroom/Circulation | -    | _         | -      | _      | 200                 | 200      | 200         | 200        | 200       |   |
| 1   1   1   1   1,200   1,20 |           | Detention Storage                | _    | _         | _      | _      | 80                  | 80       | 80          | 80         | 80        |   |
| 16   16   16   16   3,348   3,348   3,348   3,348   3,348  |           | Vehicle Sallyport                | -    | _         | _      | _      | 1,200               | 1,200    | 1,200       | 1,200      | 1,200     | 2 cars + I vehicle evidence stall         |
| 16   16   16   16   3,348   3,348   3,348   3,348   3,348   3,348   3,348   3,348   3,348   3,348   3,348   3,348   3,720   3,720   3,720  |           | Subtotal, Departmental Spaces    | 91   | 91        | 91     | 91     |                     | 3,348    | 3,348       | 3,348      | 3,348     |   |
| 3,348         3,348         3,348         3,348         3,348         3,348         3,348         3,348         3,720         372         372         372         372         3,720 </td <td></td> <td>TOTAL SPACES:</td> <td>91</td> <td>91</td> <td>91</td> <td>91</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>  |           | TOTAL SPACES:                    | 91   | 91        | 91     | 91     |                     |          |             |            |           |   |
| 372 372 372 3720<br>3,720 3,720 3,720<br>3,720) (3,720)  |           | Total Net SF                     |      |           |        |        |                     | 3,348    | 3,348       | 3,348      | 3,348     |   |
| 3,720   3,720   3,720   3,720   3,720  |           | Efficiency Factor                |      |           |        |        | %0 I                | 372      | 372         | 372        | 372       |   |
| (3,720) (3,720) (3,720)  |           | TOTAL PROPOSED USABLE S          | ļļ.  |           |        |        |                     | 3,720    | 3,720       | 3,720      | 3,720     |   |
| (3,720) $(3,720)$ $(3,720)$  |           | <b>TOTAL EXISTING USABLE SF</b>  |      |           |        |        |                     |          |             |            |           |   |
|  |           | DIFFERENCE                       |      |           |        |        |                     | (3,720)  | (3,720)     | (3,720)    |           |   |



MILLWORK REQUIREMENTS:

CLOSED CLOSED OPEN UPPER CABINETS: OPEN

Interior Design Architecture

**Engineering** 

Soarman

Vogel Group

nc.

Kroos

UNDER COUNTER LIGHTING

SPECIAL WORKSURFACE MATERIAL:

0N /

/ MEDIUM / LARGE Ainneapolis, MN 55401

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com

PROJECT TITLE

222 North Second Street

/ FREESTANDING

W/ICEMAKER W/O ICEMAKER

w/WATERLINE w/o WATERLINE

ACCOUSTICAL PRIVACY NEEDS: HIGH

WISUAL PRIVACY NEEDS: HIGH MEDIUM / LOW

SCALE: 1/16"=1'-0"

1729.01 R-3438 SHEET TITLE **2**E 3438 AREA REQUIRED COMMISSION NO. **BOOKING AREA SPACE TYPE BOOKING AND INTAKE DEPARTMENT** 

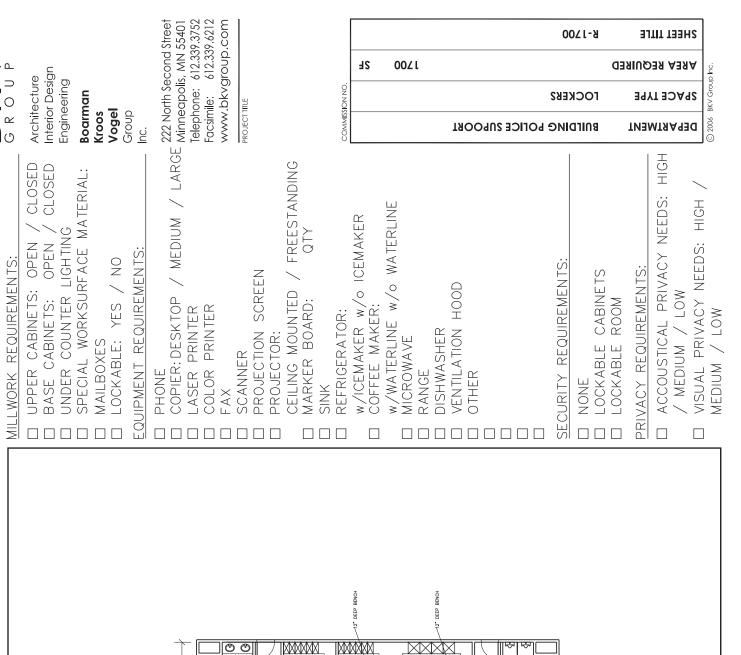
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| City of V  | City of West St. Paul, MN              |          |                 | SPACE     | ANALY    | SPACE ANALYSIS FORM |          |            |                      |           | SUMMARY TOTALS                              |
|------------|--|----------|-----------------|-----------|----------|---------------------|----------|------------|----------------------|-----------|---|
| Program    |  |          |                 |           |          |                     |          |            |                      |           | Q:\PROJ\1848.01\pro\1848-01-program-draft   |
| SPACE NEEL | SPACE NEEDS PROGRAM                    |          |                 |           |          |                     |          |            |                      |           | COMM.# 1848.01<br>BKV GROUP                 |
| SPACE      | DEPARTMENT:                            |          | TOTAL PERSONNEL | RSONNEL   |          | PROG.               |          | USABLE ARE | USABLE AREA REQUIRED |           |   |
| SHEET      |  |          | SPACES REQ'D    | REQ'D     |          | -S                  | 2011     | 5-YR.      | 10-YR.               | I5-YR.    | COMMENTS                                    |
| CODE       | BUILDING SUPPORT                       | 2011     | 5-YR.           | 10-YR.    | I5-YR.   | TIND                | PROPOSED | PROJECTED  | PROJECTED            | PROJECTED |   |
|            | POLICE                                 |          |                 |           | •        |                     |          |            |                      |           |   |
|            |  |          |                 |           |          |                     |          |            |                      |           |   |
|            | Personnel Support Spaces               |          |                 |           |          |                     |          |            |                      |           |   |
| R-340      | Public Restrooms                       |          |                 |           |          |                     | •        |            |                      |           | See City Hall                               |
| A-300      | Public Lobby/Waiting                   | _        | -               | -         | -        | 300                 | 300      | 300        | 300                  | 300       |   |
| R-1700     | Mens/Womens Locker Room                | =        | -               | -         | -        | 1,700               | 1,700    | 1,700      | 1,700                | 1,700     |   |
| R-810      | Exercise Room                          | =        | -               | -         | -        | 810                 | 810      | 810        | 810                  | 810       | same size as FD                             |
| R-900      | EOC/Simulator/Training Room            | _        | -               | -         | -        | 006                 | 006      | 006        | 006                  | 006       | 12' high ceilings minimum                   |
| R-150      | Training Room Storage                  | _        | -               | -         | -        | 006                 | 006      | 006        | 006                  | 006       |   |
| R-4640     | Squad Garage                           | =        | -               | -         | -        | 4,640               | 4,640    | 4,640      | 4,640                | 4,640     | drive through- parking for 6-8 cars         |
|            | Large Property/Bike Storage            | =        | -               | -         | -        |                     | •        |            | •                    |           | See Squad Garage                            |
| R-360      | Breakroom                              | _        | -               | -         | -        | 360                 | 360      | 360        | 360                  | 360       | seating for 12 people                       |
| R-120      | Soft Interview Room                    | _        | -               | -         | -        | 120                 | 120      | 120        | 120                  | 120       | with recording                              |
| R-120      | Public Conference Room/ Interview Room | 2        | 2               | 2         | 2        | 120                 | 240      | 240        | 240                  | 240       | 4 person                                    |
| C-180      | Small Conference Room                  | _        | -               | -         | -        | 180                 | 180      | 180        | 180                  | 180       | 4-6 person                                  |
| C-336      | Large Conference                       | =        | -               | -         | -        | 336                 | 336      | 336        | 336                  | 336       | 12-16 people                                |
| A-48       | K9 Kennel                              | =        | -               | -         | -        | 48                  | 48       | 48         | 48                   | 48        |   |
| R-130      | SWAT Storage                           | =        | -               | -         | -        | 130                 | 130      | 130        | 130                  | 130       |   |
|            | Range                                  | =        | -               | -         | -        | 1,200               | 1,200    | 1,200      | 1,200                | 1,200     | 3 lane current, estimated existing sf       |
| R-256      | Gun Cleaning                           | =        | =               | -         | -        | 256                 | 256      | 256        | 256                  | 256       | 8 	imes 15 ammunition storage, gun cleaning |
| R-288      | Armory                                 | =        | -               | -         | -        | 288                 | 288      | 288        | 288                  | 288       |   |
| R-320      | General PD Storage                     | =        | -               | -         | -        | 320                 | 320      | 320        | 320                  | 320       |   |
| R-100      | Quiet Room                             | _        | _               | _         | _        | 001                 | 001      | 00         | 001                  | 001       |   |
|            |  | ould nee | d to incr       | ease to 5 | -6 lanes |                     |          |            |                      |           |   |
|            |  |          |                 |           |          |                     |          |            |                      |           |   |
|            | Subtotal, Personnel Spaces             | 20       | 20              | 20        | 20       |                     | 12,828   | 12,828     | 12,828               | 12,828    |   |
|            |  |          |                 |           |          |                     |          |            |                      |           |   |

| Building Support Spaces       |         |      |    |    |     |        |        |        |        |               |
|-------------------------------|---------|------|----|----|-----|--------|--------|--------|--------|---------------|
| Mechanical Room               | ·<br>   | •    |    |    | •   |        | •      |        | ٠      | See City Hall |
| Electrical Room               | _       | •    |    |    | •   |        | •      |        | •      | See City Hall |
| Communications Closets        |         | _    | -  | _  | 001 | 00     | 00     | 001    | 00     |               |
| Maintenance closets           |         | _    | -  | _  | 64  | 49     | 64     | 64     | 49     |               |
| Server Room                   |         | •    | 1  | ,  |     | •      |        |        | •      | See City Hall |
|                               | •       | •    |    |    |     |        |        |        | •      |               |
|                               |         |      |    |    |     |        |        | •      | •      |               |
|                               |         |      |    |    |     |        |        |        |        |               |
| Subtotal, Departmental Spaces | aces 2  | . 2  | 2  | 2  |     | 164    | 164    | 164    | 164    |               |
|                               |         |      |    |    |     |        |        |        |        |               |
| TOTAL SPACES:                 | CES: 22 | . 22 | 22 | 22 |     |        |        |        |        |               |
| Total Net SF                  |         |      |    |    |     | 12,992 | 12,992 | 12,992 | 12,992 |               |
| Efficiency Factor             |         |      |    |    | 70% | 3,248  | 3,248  | 3,248  | 3,248  |               |
| TOTAL PROPOSED USABLE SF      | BLE SF  |      |    |    |     | 16,240 | 16,240 | 16,240 | 16,240 |               |
|                               |         |      |    |    |     |        |        |        |        |               |
|                               |         |      |    |    |     |        |        |        |        |               |

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Alinneapolis, MN 55401 00E-A SHEET TITLE **2**E 300 AREA REQUIRED nterior Design Architecture Engineering COMMISSION NO Facsimile: **3oarman LOBBY- WAITING** SPACE TYPE ROJECT TITLE Vogel Group Kroos BUILDING SUPPORT POLICE **DEPARTMENT** nc. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: w/WATERLINE w/o WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN **WISUAL PRIVACY NEEDS:** <u>EQUIPMENT REQUIREMENTS:</u> / MEDIUM / LOW \CON LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED BASE CABINETS: HIGH / MEDIUM MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: MICROWAVE SCANNER RANGE PHONE OTHER HGH NONE SINK FAX SERVICE COUNTER HERE 12,-0. PROGRAMMING FORM SPACE SCALE: 1/4"=1'-0" SUPPORT

@:/١٤48-01/pro/Space Standards/PD-Building Support/A-lobby- 20 people.dwg, 6/١٦/20١١ ١١:4١:07 AM, aeldridge,



O

28'-0"

SCALE: 1/16"=1'-0"

Q:/1848-01/pro/Space Standards/PD-Building Support/R-LOCKERS.dwg, 6/28/2011 4:19:34 PM, aeldridge,

(3) (3) (3)

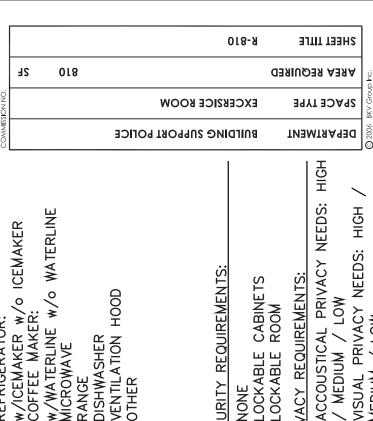
MENS LOCKERS

"G-,19

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 018 nterior Design Architecture Engineering COMMISSION NO Facsimile: **3oarman EXCEBZICE BOOM** ROJECT TITLE Vogel Group Kroos BUILDING SUPPORT POLICE nc. ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: MICROWAVE SCANNER RANGE PHONE OTHER NONE SINK FAX 

READMILLS

BALL



PRIVACY REQUIREMENTS:

MEDIUM / LOW

MEDIUM / LOW

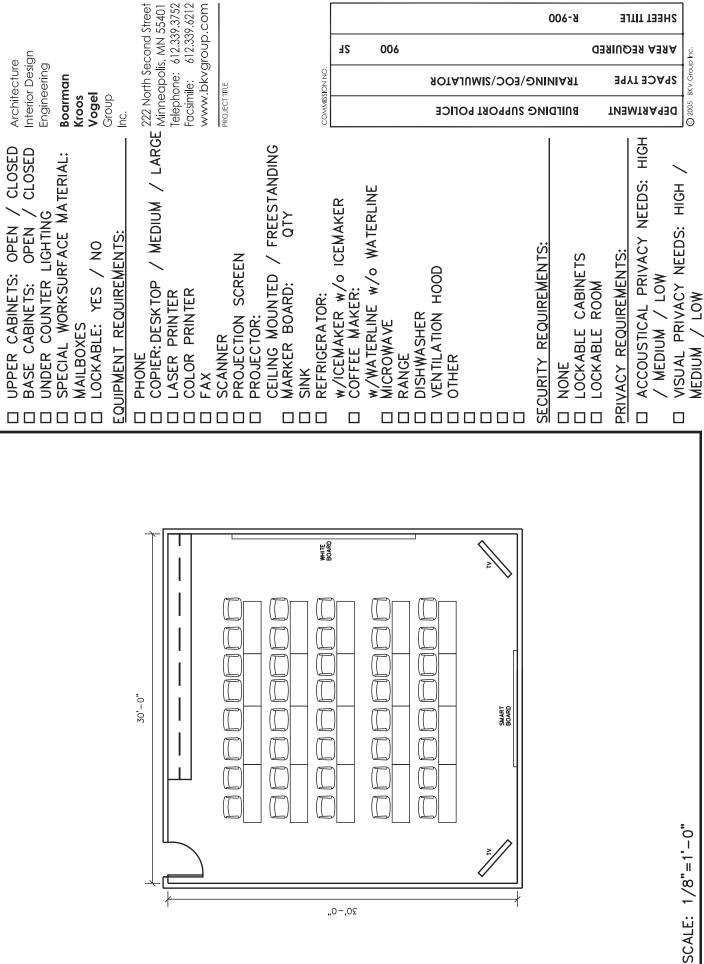
SCALE: 1/8"=1'-0"

BENCHES

STRETCHING AREA

<u>\_\_\_,77</u>

MILLWORK REQUIREMENTS:



.0-.0Ω

| >                             | L C   | cond<br>5, MN                               | 612.33<br>group                                |  | 35                         | . 09 l                   |   |             | a   | JUIRE | AREA REC   | p Inc.            |
|-------------------------------|---|---|--|--|----------------------------|--------------------------|---|-------------|---|-------|--|-------------------|
| <u></u>                       | GROUP<br>Architecture<br>Interior Design<br>Engineering<br><b>Boarman</b><br>Kroos<br>Vogel<br>Group  | Inc.<br>222 North Second<br>Minneapolis, MN | Facsimile: 612.33                              |  | COMMISSION NO.             |                          | BE                                      | OOM STORA   | A SINIART                                       | BE.   | YT 3DA92   | BKV Group Inc.    |
| <b>1</b>                      | GRO<br>Architectu<br>Interior De<br>Engineerit<br><b>Boarman</b><br><b>Kroos</b><br><b>Vogel</b><br>Group   | Inc.<br>222 N.<br>Minne<br>Teleph           | Facsimile:                                     |  | COMMIS                     |                          | ICE                                     | SUPPORT POL | BNIFDING  | ENT   | MT8A43Q  | © 2005            |
|                               | MILLWORK REQUIREMENTS:  UPPER CABINETS: OPEN / CLOSED  BASE CABINETS: OPEN / CLOSED  UNDER COUNTER LIGHTING  SPECIAL WORKSURFACE MATERIAL:  MAILBOXES  LOCKABLE: YES / NO | EQUIPMENT REQUIREMENTS:    PHONE            | COLOR PRINTER  FAX  SCANNER  PROJECTION SCREEN | LI PROJECTOR:<br>CEILING MOUNTED / FREESTANDING<br>MARKER BOARD: QTY | <pre>C REFRIGERATOR:</pre> | <pre>COFFEE MAKER:</pre> | □ RANGE □ DISHWASHER □ VENTILATION HOOD |             | SECURITY REQUIREMENTS:  NONE  LOCKABLE CABINETS | )     | ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW NISHAL PRIVACY NEFDS: | HIGH / MEDIUM /   |
| JPPORT SPACE PROGRAMMING FORM |   | 15'-0"                                      | CHAIR TABLE TABLE DOLLY                        | > 100 D  |                            | CHAIR                    |   |             |   |       |  | SCALE: 1/4"=1'-0" |

R-150

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 Addree PDF, 1.1.0303

SHEET TITLE

1 Street 55401 39.3752 39.6212 5.com

/ MEDIUM / LARGE Minneapolis, MN 55401 **3**E 0797 AREA REQUIRED Interior Design Architecture Engineering Boarman Kroos COMMISSION NO. Facsimile: SQUAD GARAGE **SPACE TYPE** PROJECT TITLE Vogel Group POLICE SUPPORT **DEPARTMENT** nc. CLOSED / FREESTANDING CLOSED SPECIAL WORKSURFACE MATERIAL: ACCOUSTICAL PRIVACY NEEDS: w/waterline w/o waterline w/ICEMAKER w/o ICEMAKER UNDER COUNTER LIGHTING OPEN UPPER CABINETS: OPEN VISUAL PRIVACY NEEDS: EQUIPMENT REQUIREMENTS: MO7 / ON / MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: PRIVACY REQUIREMENTS: LOCKABLE CABINETS PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED LOCKABLE: YES , COPIER: DESKTOP LOCKABLE ROOM HIGH / MEDIUM , MEDIUM BASE CABINETS: MARKER BOARD: COLOR PRINTER CÓFFEE MAKER LASER PRINTER REFRIGERATOR: DISHWASHER PROJECTOR: MICROWAVE MAILBOXES SCANNER RANGE PHONE OTHER HIGH , NONE SINK FAXPROGRAMMING FORM VEHICLE STORAŒ (ENNE WASHER! DRYKR K9 KENNEL SPACE MECHANICAL STORAGE SCALE: 1/16"=1'-0" PKE PKE SUPPOR

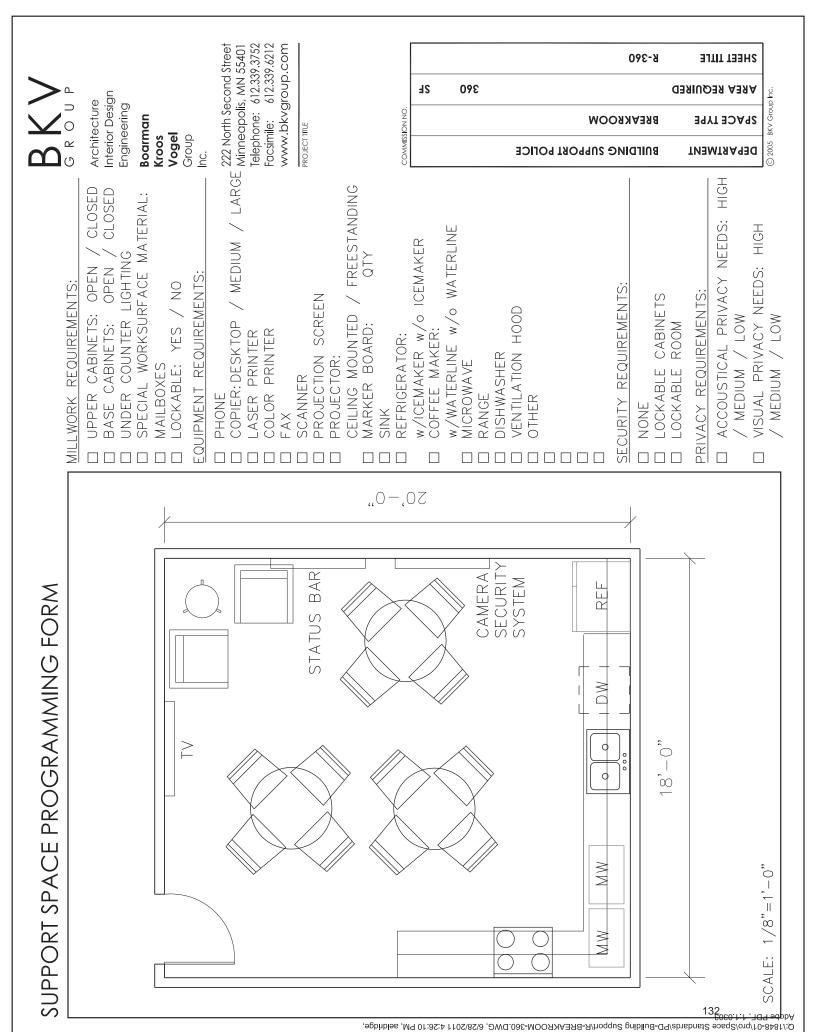
0:/1848-01/pro/Space Standards/PD-Building Support/R-SQUAD GARAGE.dwg, 7/15/2011 8:37:14. PM. seldridge, 1310.003

www.bkvgroup.com Telephone: 612.339.3752 B-4940

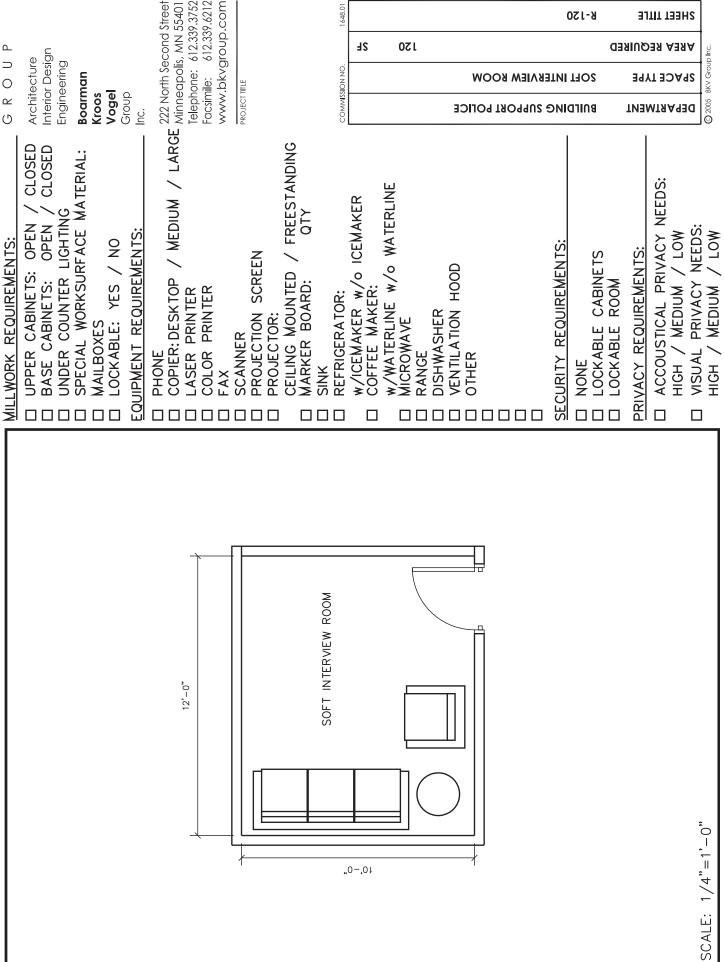
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612.339.6212

SHEET TITLE



SPACE PROGRAMMING FORM SUPPORT

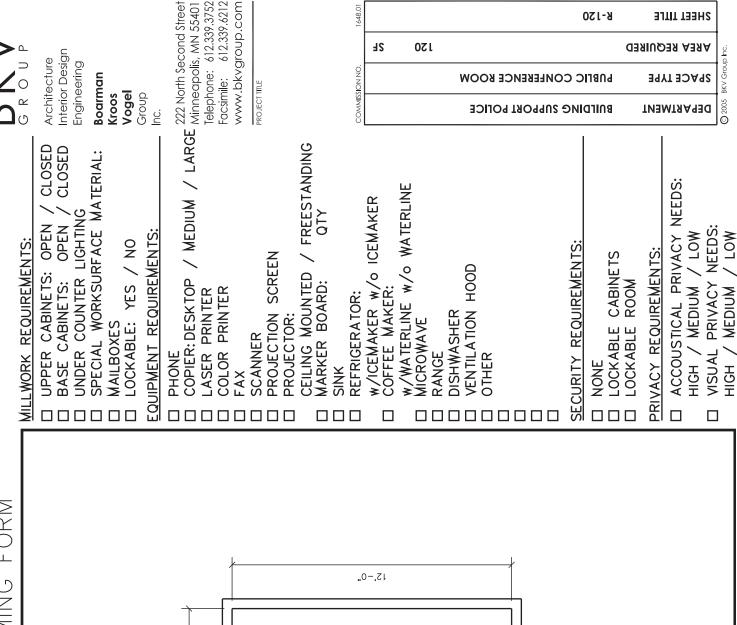


612.339.6212 www.bkvgroup.com Telephone: 612.339.3752

R-120

SHEET TITLE

### PROGRAMMING FORM SPACE SUPPORT





Interior Design

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www.bkvgroup.com

**2**E 120

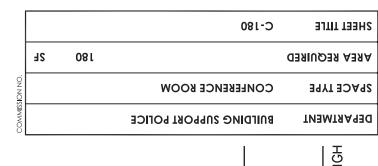
1648.01

SHEET TITLE

R-120

SCALE: 1/4"=1'-0"

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 C-180 SHEET TITLE **2**E 08 F AREA REQUIRED nterior Design © 2005 BKV Group Inc Architecture Engineering COMMISSION NO Facsimile: **3oarman** CONFERENCE ROOM **SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT** BUILDING SUPPORT POLICE S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN VENTILATION HOOD UPPER CABINETS: CEILING MOUNTED MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW REFRIGERATOR: **DISHWASHER** MAILBOXES PROJECTOR: **MICROWAVE** SCANNER RANGE PHONE OTHER NONE SINK FAX \_\_\_\_\_ SUPPORT SPACE PROGRAMMING FORM MARKER BOARD 15'-0"SCALE: 1/4"=1'-0" 15,-0.



Support space programming form

Telephone: 612.339.3752 Facsimile: 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 988 AREA REQUIRED © 2005 BKV Group Inc. nterior Design Architecture Engineering COMMISSION NO. **3oarman** CONFERENCE ROOM **SPACE TYPE** ROJECT TITLE Vogel Kroos Group вигрім с зиррокт **DEPARTMENT** nc. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: PRIVACY REQUIREMENTS: LOCKABLE CABINETS PROJECTION SCREEN VENTILATION HOOD CEILING MOUNTED UPPER CABINETS: MEDIUM / LOW LOCKABLE ROOM BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER NONE SINK FAX \_\_\_\_\_ / AV EQUIPMENT SMART BOARD 14'-0" COFFEE BUFFET SCALE: 1/4"=1'-0"

74,-0,

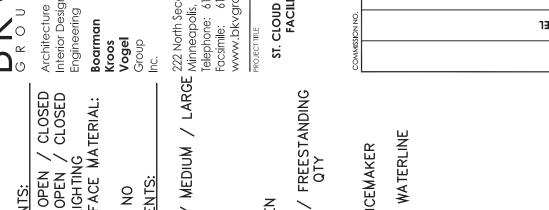
9EE-D SHEET TITLE

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com 222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 ST. CLOUD POLICE FACILITY AREA REQUIRED Interior Design BKV Group Inc Architecture Engineering COMMISSION NO. Facsimile: **3oarman** DOC KENNET **SPACE TYPE** PROJECT TITLE Vogel Group Kroos © 2007 **JOSTA9 DEPARTMENT** S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: W/WATERLINE W/O WATERLINE VISUAL PRIVACY NEEDS: HIGH W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTIN UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER NONE SINK FAX WITH FLOOR CHAIN LINK KENNELS DRAIN

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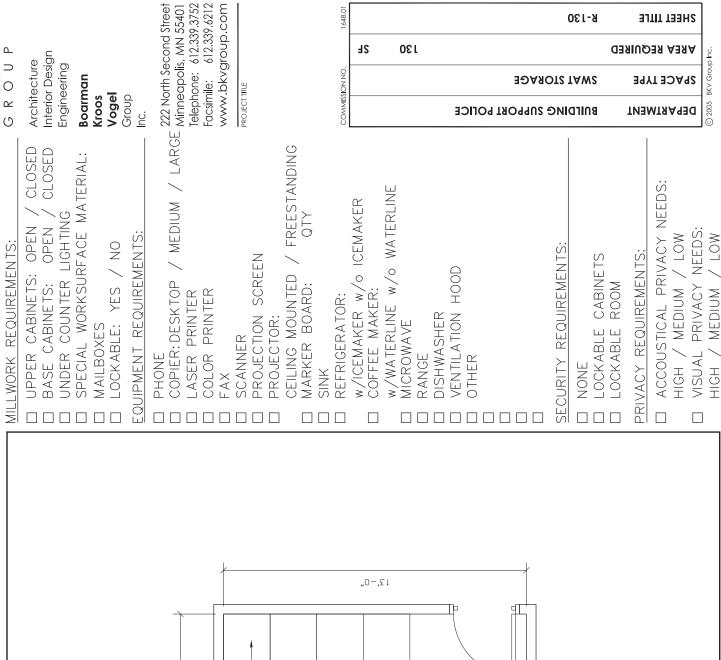
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84-A

SHEET TITLE



SHELVING

DEEP METAL FIRE ARM STORAGE

EQUIPMENT

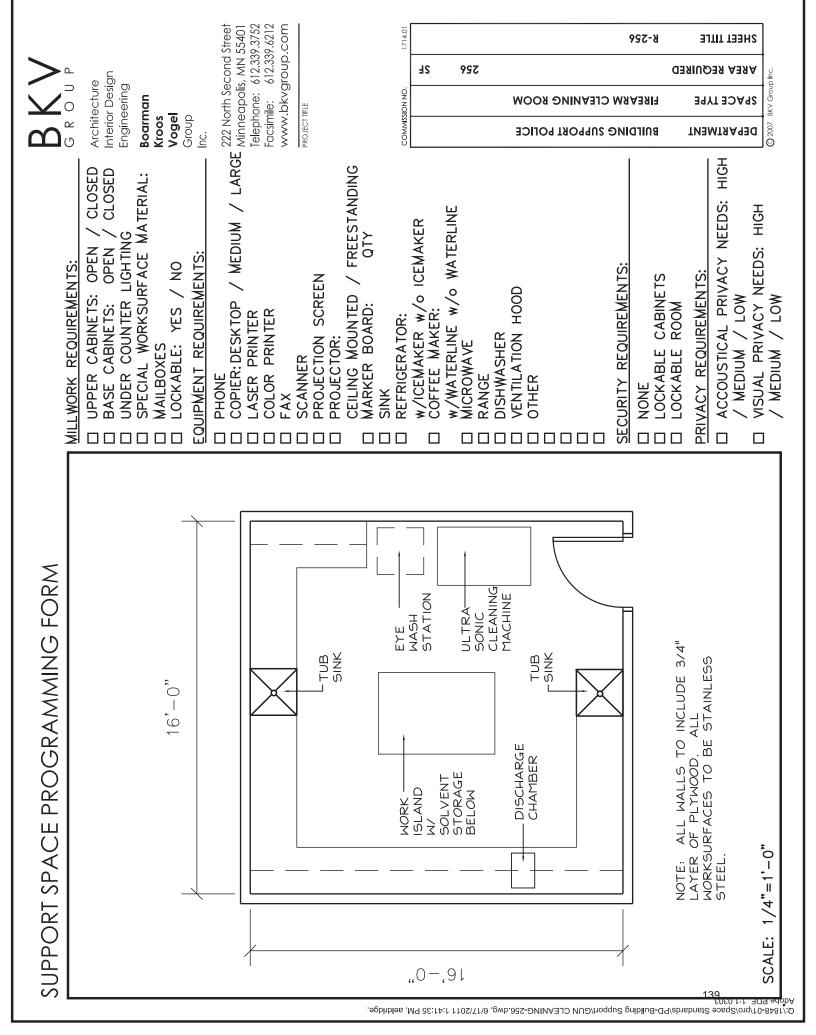
SWAT

10' - 0"

STORAGE LOCKERS

SCALE: 1/4"=1'-0"

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222 North Second Street COPIER: DESKTOP / MEDIUM / LARGE Minneapolis, MN 55401 **2**E 320 AREA REQUIRED © 2005 BKV Group Inc. Interior Design Architecture Engineering COMMISSION NO Facsimile: **3oarman** GENERAL PD STORAGE **SPACE TYPE** ROJECT TITLE Vogel Group Kroos **DEPARTMENT** BUILDING SUPPORT POLICE S. ACCOUSTICAL PRIVACY NEEDS: HIGH ' FREESTANDING CLOSED CLOSED SPECIAL WORKSURFACE MATERIAL: VISUAL PRIVACY NEEDS: HIGH W/WATERLINE W/O WATERLINE W/ICEMAKER W/O ICEMAKER OPEN UNDER COUNTER LIGHTING UPPER CABINETS: OPEN <u>EQUIPMENT REQUIREMENTS:</u> LOCKABLE: YES / NO MILLWORK REQUIREMENTS: SECURITY REQUIREMENTS: LOCKABLE CABINETS LOCKABLE ROOM PRIVACY REQUIREMENTS: PROJECTION SCREEN CEILING MOUNTED VENTILATION HOOD MEDIUM / LOW BASE CABINETS: MARKER BOARD: COLOR PRINTER LASER PRINTER COFFEE MAKER: MEDIUM / LOW REFRIGERATOR: **DISHWASHER** PROJECTOR: MAILBOXES **MICROWAVE** SCANNER RANGE PHONE OTHER NONE SINK FAX \_\_\_\_\_ 20,-0% 24"DEEP SHELVING 24" DEEP SHELVING 16' - 0"30" SHELVING SCALE: 1/4"=1'-0"

Telephone: 612.339.3752 612.339.6212 www.bkvgroup.com

R-320 SHEET TITLE

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|                         | C  |                                  |                         | ond Street<br>MN 55401                  | 612.339.3/52                                       | oup.com          |                   |                                | 1648.01            | 3F                      | (                       | )O L        |                                    |      |       | C                      | R-100         |                                 |                       | 39 A:<br>TIT T3: |                     | nc.                   |
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| GROU                    | Architecture<br>Interior Design<br>Engineering | Kroos<br>Vogel                   | lnc.                    | LARGE Minneapolis, MN 55401             | lelephone: 612,339,3/52<br>Facsimile: 612,339,6212 | www.bkvgroup.com |                   |                                | COMMISSION NO.     |                         |                         |             | 3                                  | OI1O | тяочч |                        | Ø∩IE<br>B∩IΓE |                                 |                       | ARTA             |                     | © 2005 BKV Group Inc. |
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Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



### **Police Department Comparison**

The following spreadsheets provide a general comparison of the programmed West St Paul Police Department space needs to a range of municipalities within the metropolitan area. Although a direct comparison to any individual jurisdiction may not be appropriate as each municipality has its unique considerations, a benchmark to a range of municipalities should prove helpful in understanding how West St Paul's Police station compares with other police facilities throughout the metropolitan area.

The comparison for Police Facilities indicates an average Police facility size of 29,292, with an average total police staff size of 66 and an average facility size of 526 square feet per staff member. The programmed City of West St Paul Police station totals 32,334 square feet for a projected total staff of 63, for a total of 512 square feet per staff.



August 18, 2011

### West St Paul Police Department Needs Assessment Study

West St Paul, Minnesota Comm No 1848.01

### **Police Department Space Comparison**

|   | Year of   |            |             | Civilian Staff | :                | Facility Size in |                   | Average Calls/<br>Sworn Officer |  |
|---|-----------|------------|-------------|----------------|------------------|------------------|-------------------|---------------------------------|--|
| Municipality  | Occupancy | Population | Sworn Staff | (4)            | Total Staff      | Square Feet      | Calls for Service |                                 |  |
| A I - \/-II   | 1004      | 45 527     | 40          | 1.4            | <b>43</b>        | 20.700           | 20.224            | (10                             |  |
| Apple Valley  | 1994      | 45,527     | 48          | 14             | 62               | 38,700           | 38,336            | 618                             |  |
| Blaine (2)  | 2001      | 45,000     | 41          | 15             | 56               | 30,000           | 30,200            | 736                             |  |
| Edina (2)   | 2003      | 47,465     | 47          | 19             | 66               | 42,500           | 26,000            | 468                             |  |
| Plymouth (2)  | 2005      | 62,549     | 60          | 16             | 76               | 43,000           | 47,154            | 785                             |  |
| Minnetonka  | 1989      | 53,083     | 56          | 21             | 77               | 23,000           | 47,128            | 612                             |  |
| Ramsey (2)  | 2006      | 21,000     | 30          | 28             | 58               | 38,000           | 14,000            | 466                             |  |
| Burnsville  | 1989      | 58,700     | 66          | 15             | 81               | 26,500           | 28,303            | 428                             |  |
| Eagan   | 1995      | 62,000     | 65          | 30             | 95               | 28,000           | 43,804            | 673                             |  |
| Brooklyn Center   | 1999      | 28,887     | 43          | 24             | 67               | 31,000           | 28,303            | 658                             |  |
| Shakopee  | 2003      | 22,192     | 31          | 7              | 38               | 32,000           | 14,500            | 466                             |  |
| Lakeville   | 2008      | 55,954     | 52          | 35             | 87               | 39000 (5)        | 38,720            | 445                             |  |
| St. Louis Park  | 1993      | 42,700     | 50          | 14             | 64               | 26,000           | N/A               | N/A                             |  |
| Inver Grove Heights(2 & 3)                                    | 2010      | 33,800     | 35          | 7              | 42               | 33,587           | 23,000            | 657                             |  |
| South St Paul (2)   | 2007      | 20,160     | 27          | 27             | 54               | 17,800           | 19,000            | 352                             |  |
| Average   |           | 42,787     | 47          | 19             | 66               | 29,292           | 28,461            | 526                             |  |
| Circ. of Mark St. David/Eviation                              |           | 10 540     | 30          | 22             | (3               | 11.024           | 26 110            | 970                             |  |
| City of West St Paul (Existing) City of West St Paul (Propose | 19,540    | 30         | 33          | 63             | 11,036<br>32,334 | 26,110           | 870               |                                 |  |

### Notes

- I) Projected to 2026 based on current rate of growth
- 2) Areas include indoor Squad Car parking & storage for partial or complete fleet.
- 3) Overall PD designed for future expansion through 2025
- 4) Civilian staffing totals include full time supports staff as well as part time chaplains and reserves.
- 5) Does not include 39,000 SF of underground parking, of which a large portion is squad garage.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01







August 18, 2011

Engineering





August 18, 2011



Landscape Architecture Interior Design Architecture Engineering

August 18, 2011

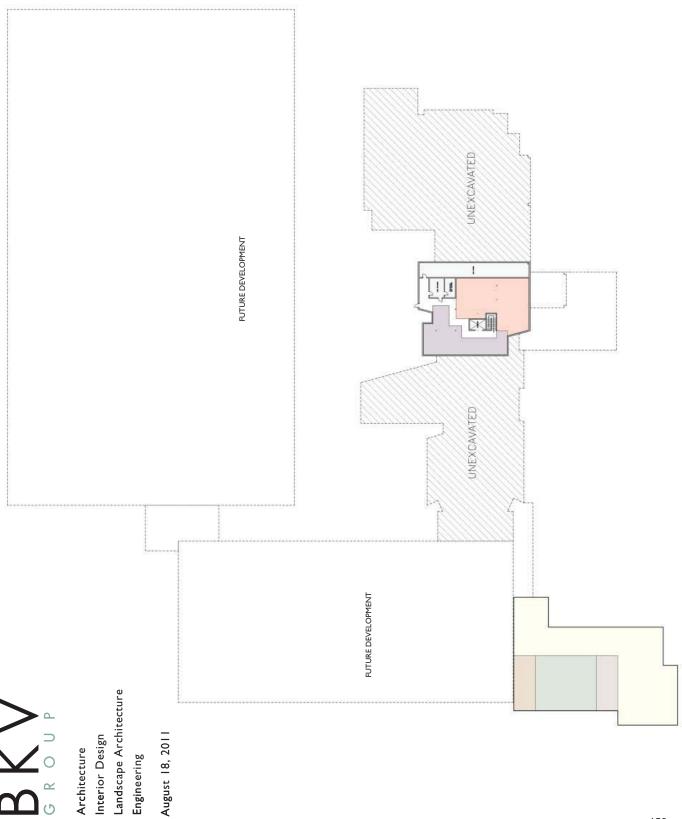


NOTE : THIS OPTION DOES NOT ACHIEVE REQUIRED AREA. IT WILL BE COST PROHIBITIVE AND OPERATIONAL INEFFICIENT.

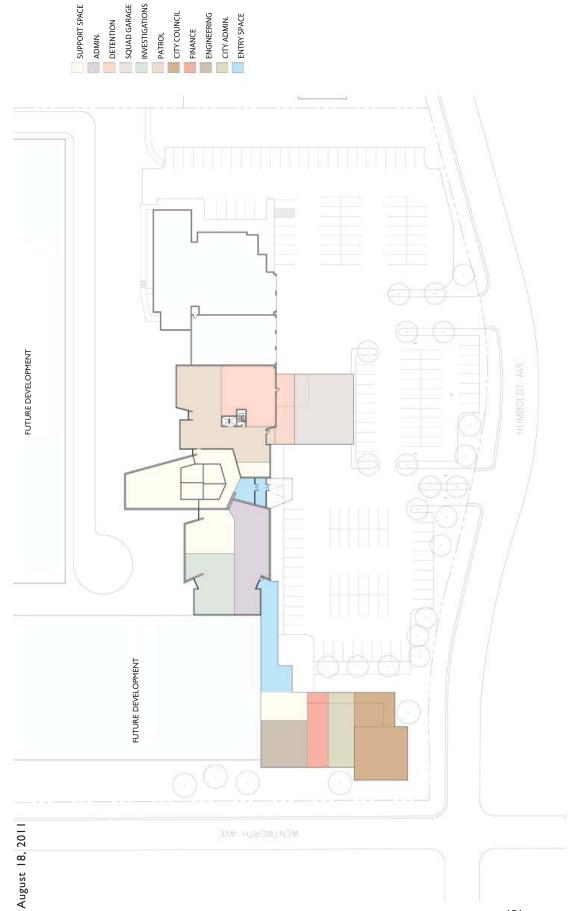
Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01











Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01





City of West St Paul Facility Needs Assessment

August 18, 2011

### Preliminary Cost Analysis for Proposed Addition and Remodeling

### A. Hard Cost:

- 1. Remodeling of roughly 15,000 SF of existing building area = \$1,555,000
- 2. New 2 story city hall building 17,500 GSF plus squad garage = \$3,550,000
- 3. New 2 stop elevator cut into an existing building = \$90,000
- 4. Existing window replacement = \$38,000
- 5. Remove and replace existing roofing and flashing = \$215,000
- 6. Remove and replace and reconstruction of parking lot = \$150,000
- 7. General excavation and site work = \$80,000
- 8. Design & Construction contingency at 8% = \$454,000

### Total Construction = \$6,132,000

### B. Soft Cost:

- 1. Architectural & Engineering Fees
- Survey
- 3. CM / Project Management Fees
- 4. FF&E (Furniture, Fixtures and equipment as needed)
- 5. SAC / WAC (sewer and water connection fees)
- 6. Bond costs
- 7. Plan review fee
- 8. Testing (geo technical, construction)
- 9. Bid document printing
- 10. Commissioning (this deals with a separate mechanical firm providing review during design and then testing after installation and after a full season of use to verify system performance)
- 11. Security system
- 12. Data / Telecom wiring
- 13. Council A/V System

### Total Soft Cost = \$1,244,000

### Total Project Cost = \$7,376,000

While there are still many design and planning issues to be determined we would estimate that the range of cost for this project based on the information and direction of this study to be between \$6,900,000 to \$7,500,000.

This estimate includes the facility maintenance and upgrades as stated.

This estimate assumes construction to start in spring of 2012 with the project bidding sometime in early spring of 2012. If the schedule for this would occur later than that we would recommend that the estimate be increase by 4.5% each year based on anticipated changes in the construction industry.



August 18, 2011

# City of West St Paul Facility Needs Assessment

### Preliminary Cost Analysis for Maintenance Items & Needed Upgrades

### A. Hard Cost:

- 1. Installation of acoustical separation walls between offices
- 2. Existing window and exterior door replacement
- 3. Replace and rework existing mechanical roof top units, upgrade controls and system cleaning
- 4. Installation of new additional exterior windows
- 5. Increased exterior wall insulation
- 6. Parking lot improvements
- 7. Remove and replace existing roofing and flashing, provide increased roof insulation
- 8. Council A/V and Lighting System Upgrades
- 9. Design & Construction contingency at 10%

### **Total Construction = \$1,748,000**

### B. Soft Cost:

- 1. Architectural & Engineering Fees
- 2. Bond costs (It is estimated that these would not be applicable for this work)
- 3. Plan review fee
- 4. Bid document printing
- 5. Mechanical Systems Commissioning (this deals with a separate mechanical firm providing review during design and then testing after installation and after a full season of use to verify system performance)

### Total Soft Cost = \$220,000

### Total Project Cost = \$1,968,000

While there are still many issues to be determined we would estimate that the range of cost for this work to be in the range of \$1,800,000 to \$2,200,000

The cost shown in this analysis does not include ADA or code associated upgrades. These requirements typically only are required by code officials when a larger ratio of interior remodeling occurs.

This estimate assumes construction to start in spring of 2012 with the project bidding sometime in early spring of 2012. If the schedule for this would occur later than that we would recommend that the estimate be increase by 4.5% each year based on anticipated changes in the construction industry.

Facility Needs Assessment West St Paul, Minnesota BKV Group 1848.01



# Appendix I

# **Acknowledgements**

BKV Group would like to thank and acknowledge the time commitment and important contributions made by the City's Planning Committee which included:

Matt Saam - City Engineer / Public Works/ Parks Director
Sandy Christensen - Finance Director
Chief Bud Shaver - Chief of Police
Councilman Jim Englin
Councilman Dave Wright
Councilman Ed Iago

We would also like to thank the City and Police Department staff for their assistance and time involved in helping us to better understand the City, the facility and your roles within the City.